



# Colorado Springs Police Department

## General Order

### 1752 Employee Identification Numbers

#### Section 1700 – Resource Control

Effective Date: 10/11/2021

Supersedes Date: 4/7/2020

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## **.01 Purpose**

The purpose of this directive is to specify conditions pertaining to the issuance and use of employee identification numbers (IBM numbers).

## **.02 Cross Reference**

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## **.03 Discussion**

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## **.04 Policy**

The Colorado Springs Police Department (CSPD) will assign each employee of the department a permanent, individual employee ID (IBM) number that will be used as an identifier as long as the person remains employed by the department.

Employees must provide their name and IBM to persons requesting it unless withholding this information is necessary for the performance of police duties or is otherwise properly authorized.

## **.05 Definitions**

**IBM:** Refers to the unique employee identifier issued by the CSPD to each employee. It stands for International Business Machine, referring to a former process used by the department for timekeeping and other purposes.

## **.10 Control of IBM Numbers**

The CSPD Human Resources Section will maintain records of IBM numbers assigned to all sworn and civilian personnel. IBM numbers will appear on each employee's official department identification card.

IBM numbers will be permanent and will not change as a result of transfer or promotion.

If someone leaves department employment and is later rehired by the department, the previously assigned IBM number will be used again, if it has not been reissued.

## **.20 Furnishing IBM Number**

Department employees will furnish their IBM number and name to any person upon request, when that employee is on-duty or while representing themselves as an employee of CSPD.

Exceptions may be made when withholding this information is necessary for the performance of police duties or is otherwise properly authorized.