



**Chapter:** Uniforms and Equipment  
**Subject:** 04-06 – Loss or Theft of Badges or Department Identification  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 23, Section 23.1.10, dated May 12, 2021  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy concerning the loss of theft of badges or department identification cards.

#### **04-06-1 LOSS OR THEFT OF BADGES AND/OR IDENTIFICATION CARDS**

- A. When a breast badge, hat badge, wallet badge (department or personally owned), or identification card is lost or stolen, the enforcement member to whom the item is issued shall immediately do the following:
  - (1) Notify their work unit commander.
  - (2) Complete an incident report.
  - (3) Enter the item(s) into LEIN/NCIC.
    - a. Enter the lost or stolen item's badge number in the "Serial Number" field.
      - i. If the lost or stolen item is an identification card, still enter the member's badge number in the "Serial Number" field.
      - ii. If more than one item has been lost or stolen, use the same badge number for each one.
    - b. If the brand of the lost or stolen item is known (i.e., a "Blackinton" badge) enter it in the "Brand Code" field.
 

This field is required by LEIN/NCIC, so if the brand of the lost or stolen item is not known simply enter "Unknown" or "None" in this field.
    - c. Specify whether the lost or stolen item is a breast badge, hat badge, wallet badge, or identification card in the "Miscellaneous Information" field. Also use this field to list any additional descriptive information such as the rank and color of the badge and any distinguishing marks (e.g., a small scratch or unique clasp).
  - (4) Notify Operations of the loss/theft of the item(s) via LEIN administrative message and include the NIC number for each item entered.
  - (5) Complete a special report detailing the circumstances surrounding the loss/theft of the item(s) and submit it through channels to their bureau commander.

The name of the department or work unit taking the loss/theft report and the incident number shall be included in the special report.

**B. Replacement Retiree Badge and/or Identification Card**

- (1) A retiree who loses a badge and/or identification card and wishes to obtain a replacement must do the following:
  - a. Contact the post in the area in which the loss is believed to have occurred and have an incident report completed. If out of state, the retiree may contact any Michigan State Police post via telephone and report the loss.
    - i. The post receiving the report shall immediately follow the procedures listed in Section 04-06-1 A of this Order, to include entering the badge and/or identification card in LEIN/NCIC and notifying Operations of the loss/theft of the item(s) via LEIN administrative message.

Enter the retiree's badge number in the "Serial Number" field and specify whether the missing item is a retiree badge or retiree identification card in the "Miscellaneous Information" field.
    - ii. Retirees are encouraged to report the loss of their badge and/or identification card regardless of whether they wish to obtain a replacement.
  - b. Send a letter to the Human Resources Division detailing the date and circumstances of the loss and requesting approval to obtain a replacement badge and/or identification card.
- (2) The Human Resources Division director shall confirm that the individual is a former member of the department who has retired in good standing.
- (3) The letter shall then be forwarded from the Human Resources Division director to the current commander of the bureau from which the retiree retired for review and final approval.
- (4) If the retiree's request is approved, the bureau commander or their designee shall send an email to the Human Resources Division and/or Photo Lab Unit notifying them of the approval. A letter shall also be sent via first class mail to the retiree informing them that their request has been approved and instructing them to contact the Human Resources Division and/or the Photo Lab Unit to arrange for their replacement badge and/or identification card.
  - a. Retirees wishing to obtain a replacement retirement badge must do so through the Human Resources Division at their own expense.
  - b. Retirees wishing to obtain a replacement identification card must do so from the Photo Lab Unit and they may be charged a replacement fee.

**C. Replacement Identification Card for Civilian Members**

When an identification card is lost or stolen, the member to whom the item is issued shall immediately do the following:

- (1) Contact the post in the area in which the loss is believed to have occurred and have an incident report completed. If out of state, the member may contact any Michigan State Police post via telephone and report the loss.

- a. The post receiving the report shall immediately follow the procedures listed in Section 04-06-1 A of this Order, to include entering the identification card in LEIN/NCIC and notifying Operations of the loss/theft of the item via LEIN administrative message.

D. Issue of Replacement Badges and/or Identification Cards

- (1) District or division approval is required for the issue of any replacement badges and/or identification cards.
- (2) Approval shall be granted in the form of an email sent through channels from the district or division commander to the member's work unit commander. Copies shall also be sent to the Quartermaster and/or the Photo Lab Unit.
- (3) Once approval has been granted, it shall be the member's responsibility to coordinate with the Quartermaster and/or the Photo Lab Unit to obtain the necessary replacement badge(s) and/or identification cards.

The Photo Lab Unit may charge a replacement fee in situations involving the loss of an identification card.

DIRECTOR

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**Annual Review Responsibility:** Field Operations Bureau

**Accreditation Standards:** CALEA TBD