



# MAINE STATE POLICE GENERAL ORDER

## E-20

**SUBJECT:** MAINE STATE POLICE POLICY REGARDING THE ISSUANCE OF IDENTIFICATION CARDS

**EFFECTIVE DATE:** 08.01.2020

**EXPIRATION DATE:** 08.01.2027

**RECENT HISTORY:** AMENDED (08.01.2020); REVISED (08.30.2017); CONVERTED TO WEB FORMAT ON 02.04.2009; FORMERLY POLICY NO. 27; 05.01.1975

**DISTRIBUTION CODE:** 2 (MAY BE PUBLICLY DISCLOSED)

**APPLICABILITY CODE:** S

**SIGNATURE OF COLONEL:**

### I. PURPOSE

1. The purpose of this General Order is to establish the Maine State Police policy governing the issuance of Maine State Police identification cards to sworn personnel.

### II. POLICY

1. The policy of the Maine State Police is to issue identification cards to sworn Maine State Police personnel.

### III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
  - A. Card log. "Card log" means the record (such as a spreadsheet) contemplated in section 3, subsection B of this policy.
  - B. Maine State Police Command Staff. "Maine State Police Command Staff" means the Colonel, the Lieutenant Colonel, the Operations Major, and the Special Services Major.

#### **IV. PROCEDURE**

1. **AUTHORITY FOR THE ISSUANCE OF MAINE STATE POLICE IDENTIFICATION CARDS**

- A. A Maine State Police identification card shall be issued to a Maine State Police sworn officer if the prior authorization of a member of the Maine State Police Command Staff is given to do so.
  1. Such prior authorization may be given in person, by telephone, or in writing (including via email).

2. **CONTENTS OF IDENTIFICATION CARDS**

- A. Identification cards must include the following information, at a minimum:
  1. The officer's name;
  2. The officer's rank;
  3. A basic physical description of the officer;
  4. A photograph of the officer;
  5. The multi-digit number assigned to the officer at time of hire;
  6. The signature of the officer; and
  7. The signature of the Colonel.

3. **ISSUANCE AND CONTROL OF IDENTIFICATION CARDS**

- A. Maine State Police identification cards shall be issued by the Maine State Police Special Investigations Unit.
- B. The Special Investigations Unit shall maintain a card log that accounts for all of the identification cards the unit issues, which must track, for each card issued:
  1. The name of the officer to whom the card was issued;
  2. The date the card was issued;
  3. The name of the person authorizing the card's issuance; and
  4. The date the card was returned to the unit.

#### 4. UPDATES OF INFORMATION ON IDENTIFICATION CARDS

- A. When information on an identification card has materially changed (for example, there is a change of name or rank of the card holder), the holder of the card shall promptly ensure that the card is updated by the Special Investigations Unit to reflect the change.
  - 1. The issuance of an updated card in such circumstances does not require prior authorization by a member of the Maine State Police Command Staff.

#### 5. LOSS OR DESTRUCTION OF IDENTIFICATION CARDS

- A. If an identification card becomes lost or is destroyed, the person to whom the card was issued shall promptly contact the Special Investigations Unit to inform the unit of the loss or destruction of the card, as well as to arrange for the issuance of a new card.
  - 1. The replacement of a card in such circumstances does not require prior authorization by a member of the Maine State Police Command Staff.
- B. The unit shall note in the card log the circumstances leading to the replacement of a card that was lost or destroyed.

#### 6. RETURN OF IDENTIFICATION CARD UPON RETIREMENT

- A. A sworn officer retiring from the Maine State Police who holds an identification card shall return the card to the Special Investigations Unit, which shall record the return of the card in the card log.
  - 1. At the sole discretion of the Colonel, a person retiring from the Maine State Police may be issued a retired officer identification card, the issuance of which shall be recorded by the Special Investigations Unit in the card log.

#### 7. RETURN OF IDENTIFICATION CARD UPON RESIGNATION OR TERMINATION OF EMPLOYMENT

- A. A sworn officer holding an identification card who resigns from the Maine State Police, or whose employment with the agency is terminated, shall promptly turn in the card to the officer's Commanding Officer, or the Commanding Officer's designee.
  - 1. The Commanding Officer, or his or her designee, shall promptly report his or her receipt of the identification card

to the Special Investigations Unit, which shall record the return of the card in the card log.

**NOTICE**

**THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.**