



Novi Police Department

Director of Public Safety
Chief of Police

Erick W. Zinser

Subject		Directive	Number of Pages	
Identification Cards		215	2	
This Directive Supersedes All Previously Issued Correspondence Relative To This Topic				
Accreditation Standards:	C 22.1.8 CCOMM 1.1.7 MLEAC 1.10.3		Effective Date	Revised Date
			04/10/2015	06/30/2023

I. Purpose

This directive establishes the procedure for issuing identification cards for the Novi Police Department.

II. Policy

It is the policy of the Novi Police Department to provide an official identification card to each active and retired member of the agency.

III. Objectives

- A. To provide identification cards to members/employees assigned to conduct official business on behalf of the Novi Police Department.
- B. To provide identification cards to retired members to recognize their service to the Novi Police Department and to comply with the Law Enforcement Officer's Safety Act, if requested.

IV. Procedure

- A. All Novi Police Department employees will be issued a photographic identification card and present the identification upon request. Officers will carry their identification card at all times while on-duty unless engaged in an undercover assignment. Sworn officer cards will include a Statement of Compliance with the Law Enforcement Officer's Safety Act (LEOSA) 18 USC §926B. [C22.1.8 a, b; CCOMM 1.1.7 a, b]
- B. The identification card for all sworn and non-sworn employees will include the following for each member:
 - 1. Name
 - 2. Photograph
 - 3. Signature of Chief of Police
 - 4. Rank or civilian position
 - 5. Physical description
- C. All photographs will be consistent.
- D. All photographs will be of a professional nature and taken in appropriate attire.
- E. In the event of promotion or change of job title, a new identification card from the Novi Police Department will be issued showing his/her new status.

- F. Upon the resignation or termination of an employee, his/her identification card will be relinquished to a supervisor and returned to the Administrative Assistant.
- G. If an employee's identification card is lost or stolen, the employee shall:
 - 1. Immediately notify their immediate supervisor.
 - 2. Make arrangements with the Administrative Assistant to issue a replacement card.
- H. Upon retirement of a sworn officer, the officer will be issued an identification card recognizing his/her retired status, if they request one.
- I. Officers who separate from service in good standing with 10 or more years of aggregate law enforcement experience with this agency as a certified law enforcement officer, or an officer who separates from service due to a service-connected disability after the completion of probation, may meet standards as a "qualified retired law enforcement officer," under 18 USC §926 C, the Federal Law Enforcement Officers Safety Act (LEOSA). If these officers make a request for an identification card under LEOSA, the Director of Public Safety / Chief of Police will review the request and determine if the department will issue an identification card showing the employee meets the qualifications of 18 USC §926C. The card will be titled LEOSA to distinguish it from standard retirement cards.

V. Responding to Public Request for Identification

- A. All personnel, while on duty or in uniform or otherwise recognizable as a member of the department, will give their name, rank or position, in a respectful and courteous manner to any person requesting such identification unless engaged in covert duties. The employee may present the issued identification card. [C 22.1.8 a, b; CCOMM 1.1.7 a, b]
- B. Verbal Identification Over the Telephone [C 22.1.8 c; CCOMM 1.1.7 c]
 - 1. When making or receiving a telephone call, the employee will identify themselves as a member of the department by providing their name, rank or position and provide an explanation for the contact. Exceptions can be made if relating this information would compromise an investigation.
 - 2. If the validity of the phone call is in question, the citizen will be directed to contact the Novi Police Department Communications Center at 248-348-7100 to verify their employment and position within the department.

VI. Training

- A. All sworn staff receives annual refresher training on LEOSA as part of the active duty firearms standard educational component.