


STANDARD OPERATING PROCEDURE

	SUBJECT: BADGES AND IDENTIFICATION SOP 2007- 50	DIVISION: ALL	DISTRIBUTION: ALL PERSONNEL
	ISSUING AUTHORITY: ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)	EFFECTIVE DATE: NOVEMBER 30, 2007 REVISED DATE: DECEMBER 17, 2017	SUPERSEDES: ALL PREVIOUS CALEA 6TH EDITION Revised Re Identification

Badges and Identification

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NO IACLEA STANDARDS

CALEA STANDARDS

Standard	Page	Standard	Page
22.1.8 a, b	3	22.1.8 c	2

REFERENCES:

- SOP 2011-15 Uniforms, Equipment, Grooming and Appearance
- Personnel Badge List (Hyperlink) (password protected) [G:\HSGR\DPS\Personnel Badge List](#)

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to provide proper issue, use and care guidelines for badges and DPS identification cards of Syracuse University Department of Public Safety (DPS) employees. The intent of this identification is to ensure that the public can identify our officers and to be certain that the person they are dealing with is an officer or employee of the DPS. The SOP 2011-15 Uniforms, Equipment, Grooming and Appearance has additional guidelines pertaining to the display and use of the issue badge relating to the placement of Mourning Bands on badges and other matters relating to the badge and ID Card. 12/17/17

III. POLICY: It is the policy of the Syracuse University Department of Public Safety that the issue badges and DPS ID Cards are designed to be readily identifiable and are to be on the person of a DPS member when in performance of their official duties and displayed in conformance with this SOP and SOP 2011-15 Uniforms, Equipment, Grooming and Appearance. DPS employees, unless operating in an approved covert investigation, shall promptly identify themselves by their name and position with the DPS whether conversing in person or when speaking on the telephone. **(22.1.8 c)** 12/17/17

IV. PROCEDURE: General Protocols Regarding Badges and ID

- A. **Types of DPS Badges:** Two types of badges are issued: Breast, and Flat-type wallet style. The badges are not interchangeable.
1. The flat badge shall be kept in the issued badge case, along with their Department of Public Safety identification and Peace Officer Commission ID Card.
- B. **Badge Display – Uniform Members:** All members appearing in uniform shall display their issued badge on their outer garment designed to hold that badge (exception is any garment that has a sewn badge).
- C. **Badge Display – Mourning Bands:** It is permissible to stripe the DPS badge under the circumstances and in the manner provided in Part V Section P. parts 1 and 2 of SOP 2011-15 Uniforms, Equipment, Grooming and Appearance (Added 1/23/12)
- D. **Badge Display – On Duty Civilian Attire:** All of the Department of Public Safety Officers and CSO's, when actually performing their official duties in civilian attire, shall, if practical and consistent with their assignments, display their badge on their outer most garments.
- E. **DPS Identification Card:** All DPS Employees are issued an identification card that has a photograph of the employee and their affiliation with the University.

They are to carry it on their person all all times while on duty and present the identification when requested, unless it interferes with their safety, the completion of a task at hand, or they are on an approved confidential assignment **(22.1.8 a. b)** 12/17/17

- F. **Badges and DPS Identification Cards to Be Surrendered when Separated from Department:** The badges and identification cards of employees are, and shall remain, the property of Syracuse University Department of Public Safety, and shall be surrendered upon retirement, suspension, or termination of employment.
- G. **Issuing Authority:** Badges and DPS Identification Cards will be issued at the direction of the Chief of the Department of Public Safety.
- H. **No Unauthorized Badges:** No person may design, commission the making of, purchase or wear any badge indicating any affiliation with Syracuse University Department of Public Safety without the express written permission of the Chief the Department of Public Safety.
- I. **Members Responsible to Safeguard Badge and DPS Identification Card:** Each member shall be responsible for the safekeeping and maintenance of the badge and Identification Card issued.
- J. **Routine Supervisory Inspection:** Supervisors shall routinely inspect badges and identification cards as a part of a personnel inspection process.
- K. **Badge and DPS Identification Card May not Be Photographed or Reproduced With out Permission:** No badge or DPS ID Card shall be lent, borrowed, given, bought or sold; nor shall they be photographed, photocopied, duplicated or reproduced in any matter without the express written permission of the Chief of the Department of Public Safety.
- L. **Lost or Stolen Badges/DPS Identification Card:** If the Department of Public Safety issued DPS ID Card or badge are lost or stolen, the DPS member shall notify their immediate supervisor and an investigation and report must be completed by a DPS Public Safety Officer.
 - a. A list of Badges can be found on the G Drive in the DPS General File, listed as Personnel Badge List and is password protected.
- M. **Lost Badges and DPS Identification Cards Subject of Teletype Broadcast:** The DPS Public Safety Officer investigating the loss or theft of a badge or DPS ID Card shall contact The Syracuse Police Department Communications to have a teletype message dispatched over the E-Justice Portal (formerly NYSPIN) and ensure the appropriate teletype message is sent reporting the loss or theft of a DPS badge or DPS ID Card.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Purpose, Sections E, F Re Badge Display Page 2	01/23/12
2	Badge numerical listing on G Drive Page 3	01/23/12
3	Reviewed/Revised re Format and Titles	03/12/13
4	Identification of DPS Officers, ID card, verbal CALEA 22.1.8	12/17/17
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