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## WEARING SHERIFF'S OFFICE IDENTIFICATION

Policy #204-R03 (01/10/24)

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*Applies to all staff and certain others who are granted access to WCSO facilities.*

**1. Staff Must Carry Official Photo Identification Card While on Duty or Taking Enforcement Action.**

Staff are required to carry a photo identification card so that members of the public may know that any person representing the Sheriff's Office has the authority to act within the scope of their commission. Staff will show their identification upon request when feasible and doing so does not compromise officer safety or the integrity of an investigation.

**2. Identification Cards Must be Worn at All Times While on a Sheriff's Office Campus, Unless a Uniform or a Badge is Visibly Worn.**

To improve site security, individuals with authorized access or security clearance must be immediately identifiable. WCSO identification cards must be worn by all identification cardholders, except when a Sheriff's Office uniform is worn or when a badge is visibly worn. Identification cards must be worn on a lanyard around the neck or be displayed in a manner that makes the photo side of the card visible from the front of the person.

**3. An Identification Card Shall Only be Worn or Used by the Person to Whom it is Issued.**

- Security items such as WCSO identification, keys, or magnetic card keys may not be shared or loaned to any non-WCSO staff.
- Security items should also not be loaned between staff.
- Staff who have a need for temporary access must be escorted in the security perimeter.
- Alternative arrangements may be requested of Master Control and granted following direct verbal approval by a command officer.

**4. All Staff Have a Duty to Stop Individuals in Secure Areas Who are Unescorted and Not Displaying Sheriff's Office Identification.**

Individuals not displaying Sheriff's Office identification should be escorted by staff through areas that are not accessible by the public in general. Staff should request photo identification and ask the purpose of their presence in the secure area. If identification and a valid reason are presented, the individual may be escorted to their destination and left with a responsible employee. If no identification is produced, the individual shall be escorted away from the secure area to use a telephone to call the person they need to reach.