

## Department Badges

### 1029.1 PURPOSE AND SCOPE

The San Leandro Police Department badge and uniform patch as well as the likeness of these items and the name of the San Leandro Police Department are property of the Department and their use shall be restricted as set forth in this policy.

### 1029.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only badges authorized by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

Sworn police officers, hired after January 2011, will be issued their badge upon completion of probation.

For badge specifications refer to the Department Badges Specifications in the procedures manual.

#### 1029.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- (b) An honorably separated officer may keep his/her flat badge upon separation.
- (c) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

#### 1029.2.2 PROFESSIONAL STAFF PERSONNEL

Badges and departmental identification cards issued to professional staff personnel shall be clearly marked to reflect the position of the assigned employee (e.g. PST, Dispatcher).

- (a) Professional staff personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Professional staff personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

#### 1029.2.3 RETIREE BADGE

With approval from the Chief of Police, honorably retired or separated employees may keep his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as

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private memorabilia as other uses of the badge may be in violation of this policy, or unlawful (Penal Code § 538d).

### 1029.2.4 CLOTH BADGE

The Department-approved cloth badge may be used in lieu of the regular issue badge on the standard utility jacket, the lightweight utility jacket, and the rain jacket. The cloth badge will be placed over the badge eyelet holder of these designated garments.

### 1029.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably separated peace officer.

Department badges are issued to all sworn employees and professional staff uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

### 1029.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police.

### 1029.5 RESCINDED POLICY

This policy rescinds the "Police Badge" section in San Leandro Operations Directive 88-07.