



Effective: 07/19/1999
Last Revision: 09/15/2019

CSU FULLERTON POLICE DEPARTMENT GENERAL ORDER NUMBER 2-15

USE OF POLICE DEPARTMENT IDENTIFICATION CARDS

- SUBJECT:** Use of Police Department Identification Cards.
- PURPOSE:** To ensure the public can identify law enforcement officers and employees of the Police Department and establish procedures for issuance and use of identification cards.
- POLICY:** It is the policy of this Department to issue proper identification to all of its employees and to require that employees present that identification when requested to confirm their identity.

PROCEDURE:

- I. Issuance of Police Department Identification Cards
 - A. All permanent employees of the University Police Department shall be issued employee identification cards by the authority of the Police Chief. Employees shall carry identification cards while on duty or when on official business for the Police Department.
 - B. Sworn employees will carry their ID cards with them at all times while on duty or when on official business for the Police Department. It is recommended that non-sworn employees carry their identification cards at all times when off duty for access through police barricades in the event of an emergency on campus.
 - C. The identification card will contain the name CSU Fullerton Police, photograph of a badge, photograph of the employee, the name of the employee, the rank or position of the employee on the front, and serial number. The back of the card will include the employee's sex, birth date, CDL (California Driver's License) and hire date, and blood type. Each employee shall give his or her name, identification number, and other pertinent information. They must also provide official credentials to any person requesting such facts, whether in person or via telephone, in a clear and understandable manner. [CALEA 22.2.7b,c]
 - D. All regular police employees are required to show their identification to a concerned member of the public when requested to confirm that he/she is an official police employee, except an officer working in an undercover capacity. [CALEA 22.2.7a]
- II. Community Service Officer Identification Cards

- A. All Community Service Officers are issued an identification card that states Police Civilian Personnel across the top of the card, a photograph of the CSO, their name and Community Services along with a depiction of the Community Service badge on the front. The back of the card contains personal identification information such as CDL, hair and eye color, height and weight, the date issued and the Chief's signature. [CALEA 22.2.7b]
- B. Requirements and restrictions for use of identifications cards issued to full-time employees are also applicable to Community Service Officers.

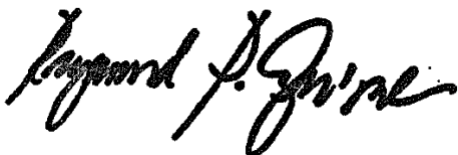
III. Authorized Use of Police Department Identification Cards

- A. No employee shall use the Police Department employee identification card for other than official business for the Police Department or the University.
- B. The card will **not** be used to cash checks, to purchase alcoholic beverages, or to enter a place serving alcoholic beverages.
- C. No employee shall give or loan his/her identification card to any other person.
- D. Any loss or theft of the employee's identification card shall be reported to the employee's supervisor within twenty-four (24) hours of the occurrence.
- E. At no time shall a non-sworn employee use his/her identification card to represent himself/herself as a peace officer.
- F. Improper use of the Police Department identification card shall be cause for disciplinary action.

REVIEWED BY:

S.Willey

APPROVED:



Raymund Aguirre
Chief of Police