

La Plata Police Department – Special Operating Procedure

	Title: Employee Identification		Number#: ADMIN-12	
	Effective Date: July 30, 2015	Review Date: September 12, 2007		
	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
Approved by: Chief Carl Schinner				CALEA 5 th Edition
CALEA Standard: 22.2.7				Pages: 1

01 POLICY: All sworn and non-sworn employees of the La Plata Police Department will be issued an Employee Identification Card immediately upon employment. All identification cards will include at a minimum the employee’s photograph, name, and whether they are sworn or non-sworn. (CALEA 22.2.7.b)

02 PROCEDURE:

A. Employee Identification:

1. All employees will keep their identification cards on their person while working.

NOTE: The only exception to this requirement will be when an officer is working in an undercover capacity. Due to the inherent risks of working undercover and the importance of ensuring that the undercover officer’s true profession is kept secret.

2. Sworn employees will keep their identification card on their person off-duty while armed.
3. Identification cards are used to ensure that the public can identify law enforcement employees and be certain that the person they are dealing with is in fact a member of the law enforcement community. This will enhance the employee’s ability to perform their duties, promote confidence with the public, and make employees more accountable for their actions.
4. When requests to view an employee’s identification card are made, the employee will provide the requesting citizen with the card in a polite and courteous manner. (CALEA 22.2.7.a)

