
	<b>SALISBURY POLICE DEPARTMENT</b>
	<b>Written Directive:</b> Employee Identification
	<b>Publication Date:</b> March 05, 2018
	 Approved: Barbara Duncan, Chief of Police
<b>Related CALEA Standards:</b> 22.1.8	<b>Employee Identification</b> Section #113

## Employee Identification

### 1. Policy:

All sworn and non-sworn employees of the Salisbury 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.

### 2. Procedure:

- A. All employees will keep their identification cards on their person while working. 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.
- B. Sworn employees will keep their identification card on their person off-duty while armed.
- C. 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.
- D. 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.
- E. If an employee identification is lost or stolen, it shall be reported immediately to the respective supervisor. The appropriate entries shall be made into NCIC as well as notification to the appropriate law enforcement fusion center.
- F. Damaged or destroyed employee identification shall be reported immediately through a departmental memorandum to the respective supervisor through the chain of command.

- G. Lost, stolen and destroyed employee identification shall be replaced by the quartermaster as soon as practical and upon the proper notification being completed by the employee.