

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

EMPLOYMENT IDENTIFICATION CARDS
SUBJECT

DATE: March 1, 2005

NO: F-4

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

**INDEX: EMPLOYMENT IDENTIFICATION CARDS
CARDS, EMPLOYEE IDENTIFICATION
IDENTIFICATION CARDS, EMPLOYEES**

I. POLICY

- A. All Sworn, Sworn Retirees, Reserves, Reserve Retirees, and Non-Sworn Police Personnel will be issued Stockton Police Department identification cards.
- B. A bar code may be affixed to an employee's identification card for the purpose of checking out property from the Property Room.

II. PROCEDURE

- A. The Photographic Laboratory will issue sworn personnel an identification card at least once each four-year period.
 - 1. The year of expiration will be printed on the face of the identification card and a new card will be issued in January of that year.
 - a. The expired card will be surrendered upon the issuance of the new card.
 - 2. A new identification card will be issued when a member moves to a different rank.
 - a. The color strip on the top of the identification card photo denotes rank within the department:
 - (1) Blue - Officers
 - (2) Yellow - Sergeants and above
 - 3. A lost identification card will be reported immediately and replaced.
 - a. The member will complete a Lost/Stolen property report on the circumstances of the loss.

III. IDENTIFICATION CARD FOR RETIREES

- A. Stockton Police Department retirees will be issued an identification card, which at the discretion of the Chief of Police may authorize them permission to carry a concealed weapon.
- B. The retiring officer's service identification card will be surrendered when the retiree identification card is issued.

C. The retiree card will be valid until revocation by the Chief of Police.

1. A lost card should be reported immediately and a replacement will be issued.

IV. RESERVE OFFICER IDENTIFICATION CARD

A. The Photo Laboratory will issue Reserve Officer Identification Cards at least once each two-year period.

1. The year of expiration will be printed on the face of the card and a new card will be issued in January of that year.

a. The expired card will be surrendered to the Photo Lab upon issuance of the new card.

b. The card will stipulate that the holder is a Police Officer with authority held under State Penal Code Section 830.6 (a) (b).

(1) The color strip on the top of the identification card will be blue regardless of rank.

2. If the identification card is lost or stolen, the reserve officer will complete a lost/stolen property report immediately and have the identification card replaced.

VI. CIVILIAN PERSONNEL

A. The Photo Lab will issue civilian personnel an identification card at least once each two-year period.

1. The year of expiration will be printed on the face of the card and a new card will be issued in January of that year.

a. The expired card will be surrendered to the Photo Lab upon issuance of the new card.

b. The color strip at the top of the identification card will be red.