



GENERAL ORDER

Wallet and Belt Badges

Purpose and Scope

This order establishes guidelines for the issuance and use of department-issued wallet and belt badges.

Affected Personnel

All sworn employees

Authority

Administrative Directive

Effective Date

February 12, 2016

I. Guidelines

- A. The Administrative Services Division, Live Scan Clerk is responsible for ordering, issuing, and tracking department badges.
- B. Upon appointment, all Deputy Probation Officers and above will be issued both a wallet and belt badge designating their title.
- C. When promoted, officers will be required to turn in their current badges prior to being issued replacement badges designating their new title.
- D. Officers shall be required to read and sign a *Badge Receipt Form* upon issuance and/or replacement of any badge(s).
- E. Probation Aides and Probation Assistants will not be issued badges; however, the Youth Detention Facility (YDF) shall have belt badges available for Aides and Assistants¹ to wear while conducting transports or supervising Juvenile Work Project participants in the community.
- F. All officers are encouraged to wear their department issued belt badge while on duty².

¹ The division manager or designee receiving the belt badges shall be required to read and sign the YDF Wallet Badge Receipt Form.

² For purposes of this order, on duty refers to the normal working hours to which an officer is assigned; when working overtime; when called back to duty by a supervisor or above; or when responding to an off-duty incident.

- G. Wallet and/or belt badges shall only be used or displayed in an official capacity.

II. Required Use

- A. Armed officers shall wear their belt badge when carrying a firearm. The belt badge shall be displayed in close proximity to the firearm.
- B. Probation Aides and Probation Assistants shall wear a belt badge while conducting YDF transports, or supervising Juvenile Work Project participants in the community.

III. Unauthorized Use

- A. Flashing³ a badge is prohibited and may result in disciplinary action.
- B. Officers shall not loan their wallet or belt badge to others or use another officer's badge.

IV. Mourning Bands

- A. Mourning bands should only be worn under the following circumstances:
 - 1. No more than 30 days following the line of duty death of an officer of our Department or any law enforcement officer from Sacramento County or contiguous County.
 - 2. At the funeral of any active or retired law enforcement officer.
 - 3. At line of duty memorials, such as wall or plaque dedications.
 - 4. On National Peace Officers Memorial Day (May 15th).
 - 5. At the direction of the Chief Probation Officer when circumstances dictate a display of official mourning is appropriate.
- B. The mourning band should be worn diagonally across the badge going from right to left, with the high point on the right (as viewed from the front of the badge). The mourning band should not cover the badge number.

V. Surrender of Badges

- A. Badges shall be surrendered when the employee is no longer in a position authorized to carry a badge, including:
 - 1. Leaves of absence
 - 2. Administrative leave
 - 3. Resignation
 - 4. Termination
 - 5. Demotion
 - 6. Retirement

³ Displaying a badge to obtain favors, i.e. free coffee, avoiding a traffic citation; the off-duty display of a badge intended to intimidate or threaten another.



Sacramento County Probation Department

BADGE RECEIPT ACKNOWLEDGMENT FORM

OFFICER INFORMATION	
Name:	Title:
Division:	Unit:
Supervisor:	
WALLET AND BELT BADGE NUMBER	
Wallet Badge No.:	Belt Badge No.:
BADGE REQUIREMENTS	
1. All officers are encouraged to wear their belt badge while on duty.	
2. Armed officers shall wear their belt badge whenever carrying a firearm. The belt badge shall be displayed in close proximity to the firearm.	
3. Wallet and belt badges shall only be used or displayed in an official capacity.	
4. Officers shall not loan their wallet or belt badge to others, or use another officer's badge.	
5. If a badge is lost or stolen, a supervisor must be notified immediately, and a written incident report must be completed describing the circumstances in which the badge(s) was lost or stolen, and including the badge number(s).	
6. If a badge is stolen, a police report shall be filed with the appropriate law enforcement agency. A copy of the police report or report number shall be included with the incident report.	
7. If it is determined the loss was due to negligence on part of the officer, disciplinary action may be taken.	
8. When promoted, officers will be required to turn in their current badge(s) prior to being issued replacement badges designating their new title.	
9. Badges shall be surrender when the officer is no longer in a position authorized to carry a badge, including: leaves of absence, administrative leave, resignation, termination, demotion or retirement.	
10. Upon retirement and after the return of both the wallet and belt badge, a retiree may order a wallet badge designating their retired status.	
RECEIPT ACKNOWLEDGMENT	
I have read and understand the badge requirements above. I am responsible for the safekeeping of my assigned wallet and/or belt badge and agree to use them only in my official capacity as a peace officer with the Sacramento County Probation Department. I acknowledge that I have received the above wallet and/or belt badge(s).	
Signature:	Date:
Print Name:	
Issued By:	
Surrender Date:	Received By:



Sacramento County Probation Department
Youth Detention Facility

WALLET BADGE RECEIPT FORM

YDF MANAGER/DESIGNEE INFORMATION

Name:

Title:

BELT BADGE NUMBERS

BELT BADGE REQUIREMENTS

1. These belt badges shall only be worn by YDF Probation Aides or Probation Assistants while conducting YDF transports or while supervising Work Project participants in the community.
2. YDF will develop a system for tracking wallet badges to ensure they are returned by the employee at the end of his/her shift.
3. If a badge is lost or stolen, a written incident report must be completed describing the circumstances in which the badge was lost or stolen and indicating the badge number.
4. If a badge is stolen, a police report shall be filed with the appropriate law enforcement agency. A copy of the police report or report number shall be included with the incident report.
5. If it is determined the loss was due to negligence on part of an employee, disciplinary action may be taken.

RECEIPT ACKNOWLEDGMENT

I have read and understand the badge requirements and acknowledge receipt of the belt badge(s) indicated above.

Signature:

Date:

Print Name:

Issued By: