

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 2 Aug 94

SUBJECT: Revision of Departmental General Order C-5, BADGE,
CAP SHIELD, IDENTIFICATION CARD, AND CALL BOX KEY
CONTROL

General Order C-5, is revised to update badge specifications,
call box key issuance and concealed weapon endorsements.

Personnel shall place the new order in their General
Order Manuals and make the necessary changes to the
Table of Contents and Index.

By order of

Index as:

Badge, Cap Shield, Identification Card,
and Call Box Key Control
Call Box Key Control
Cap Shield Control
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BADGE, CAP SHIELD, IDENTIFICATION CARD, AND
CALL BOX KEY CONTROL

The purpose of this order is to set forth procedures controlling the issuance, use, replacement, and return of badges, cap shields, identification cards, and call box keys and for the issuance of retirement badges and identification cards.

I. CONTROL BY PERSONNEL AND TRAINING DIVISION

- A. The Personnel and Training Division shall be responsible for the issuance, repair, replacement and return of call box keys, identification cards and badges for members, employees and reserve officers, and cap shields for members and reserve officers. The Division shall issue retirement badges and identification cards in accordance with Parts IV and V.
- B. Whenever a badge, identification card, cap shield, or call box key is lost, damaged or stolen, the Personnel and Training Division commander may charge the person involved the replacement cost of the item, as determined by his/her unit commander in Part III, D.
- C. The Personnel and Training Division shall control identification cards in accordance with the following procedures:
 1. Issue an identification card to each member or employee upon his/her appointment to the department and renew the card at the end of

initial probation and every five years thereafter. The expiration date shall be typed on every card in the space provided.

2. Issue an identification card to each reserve officer upon appointment to the Department and renew the card after the first 18 months and every five years thereafter. The expiration date shall be typed on each card in the space provided.
 3. Collect expired cards prior to issuing renewal cards. If an expired card has been lost or stolen, the renewal shall not be issued until the member, employee, or reserve officer completes the reporting procedures described in Part III.
 4. Collect cards from members, employees and reserve officers who terminate employment with the Department or who are ordered to surrender their cards.
 5. Maintain alphabetical and numerical records of identification card holders.
 6. Replace lost, stolen, or damaged cards, as authorized by the appropriate deputy chief.
 7. Issue retirement cards in accordance with Part V.
- D. The Personnel and Training Division shall control badges and cap shields in accordance with the following procedures:
1. Issue badges and cap shields to members, reserve police officers, and authorized employees; maintain alphabetical and numerical records of badge and shield holders; and collect badges and cap shields from members, reserve officers, and employees who are promoted or terminate employment or who are ordered to surrender their badges and shields.
 2. Repair or replace lost, stolen, or damaged badges and cap shields, as authorized by the appropriate deputy chief.
 3. Issue retirement badges in accordance with Part IV.
 4. Make arrangements as necessary with the Purchasing Department and vendors to design, order, and repair badges and cap shields.
- E. The Personnel and Training Division shall control call box keys in accordance with the following

procedures:

1. Issue call box keys to members, reserve officers, and authorized employees upon their appointment to the Department; maintain key holder files; and collect keys upon termination of employment. Only one key shall be issued to each person, except as authorized by the Commander of the Bureau of Services. A call box key may be issued to a City employee or contractor where the need exists.
2. Replace lost, stolen, or damaged call box keys, as authorized by the appropriate deputy chief.
3. Establish and maintain a separate file of agencies and nondepartmental persons to whom call box keys are issued. The names of key holders and the number of keys they receive shall be recorded. A deposit equal to the replacement cost of each key may be charged and shall be refunded upon the return of the key(s).

II. RESPONSIBILITIES OF MEMBERS, RESERVE OFFICERS, AND EMPLOYEES

A. General Responsibilities

1. Members, reserve officers, and employees shall carry their identification cards with them while on duty. Those to whom badges are issued shall wear or carry their badges on duty.
2. Members, reserve officers, and employees shall report lost, stolen, and damaged badges, cap shields, identification cards, and call box keys immediately in accordance with Part III.
3. Members, reserve officers, and employees shall be held responsible for the repair or replacement of badges, cap shields, identification cards, and call box keys which are lost, stolen, or damaged through negligence.
4. Upon termination of employment, or as otherwise ordered, members, reserve officers, and employees shall turn in their badges, cap shields, identification cards, and call box keys to the Personnel and Training Division.

B. Members and Reserve Officers – Badges and Cap Shields

1. Members and reserve officers of all ranks shall wear badges and cap shields that conform to Departmental specifications.
 - a. Members of the rank of sergeant and below and all reserve officers shall wear only Department-issued badges and cap shields. Exceptions to this policy must be authorized in writing by the Chief of Police.
 - b. Members of the rank of sergeant and below and all reserve officers shall wear badges bearing numbers assigned by the Department. Cap shields shall be unnumbered. In an emergency, the Patrol Division watch commander may authorize wearing badges other than the ones assigned.
 - c. Members of the rank of lieutenant and above normally purchase their badges and cap shields. Command officers may have their initials engraved on privately purchased badges. Department-owned badges shall not be monogrammed.
2. Members and reserve officers shall maintain their badges in the original condition and shall not have badges plated or covered with other finishes, except as specifically authorized by the Chief of Police.

C. Employees - Badges

Uniformed employees who are required to wear badges shall wear the badge issued by the Department and bearing the Departmentally assigned number.

III. REPAIR AND REPLACEMENT PROCEDURES

- A. Whenever a badge, cap shield, identification card, or call box key is lost or stolen:
 1. The member, reserve officer, or employee shall complete an appropriate police report stating the exact circumstances of the theft or loss and give his/her immediate supervisor a photocopy prior to placing the original report in the report receptacle for detailing.
 2. The supervisor shall investigate to determine the cause of the loss or theft and report his/her findings by interoffice letter through his/her bureau commander to the Personnel and Training Division. The supervisor shall request

replacement of the item and attach a copy of the police report to his/her findings.

- B. Whenever a badge, cap shield, identification card, or call box key is damaged or in need of repair:
 - 1. The member, reserve officer, or employee shall report by interoffice letter the exact circumstances which necessitate repairing or replacing the item and give the letter to his/her immediate supervisor.
 - 2. The immediate supervisor shall investigate and report his/her findings by interoffice letter through his/her bureau commander to the Personnel and Training Division.
- C. Bureau commanders shall review requests to repair or replace badges, cap shields, identification cards, and call box keys and endorse such requests or add appropriate instructions before forwarding them through the Bureau of Services commander to the Personnel and Training Division.
- D. The Personnel and Training Division shall repair or replace badges, cap shields, identification cards, and call box keys, as authorized by the bureau commander of the reporting person. The Division commander shall require negligent members, reserve officers, and employees to pay replacement fees.

IV. ALTERATION OF BADGE FOR RETIRED MEMBER

- A. On his/her final day of duty, each member who accepts a normal service retirement shall return his/her Department-issued badge to the Personnel and Training Division.
 - 1. The Personnel and Training Division shall alter the badge in a manner prescribed by the Chief of Police to reflect the fact that the member is honorably retired from the Department.
 - 2. The modified badge shall be presented to the member at a time and in a manner directed by the Chief of Police.
- B. A retirement badge shall be issued to a member who is retired because of a service disability when such disability results in the award of a Blue Star Medal.

- IV. C. Retirement badges shall not be issued to members who are retired because of non-service disabilities or service disabilities which do not result in the award of the Blue Star Medal. Upon request, however, the Chief of Police may grant permission for a member so retired to acquire a personally owned retirement badge.

- V. ALTERATION OF IDENTIFICATION CARD FOR RETIRED MEMBER OR EMPLOYEE
 - A. The Personnel and Training Division shall issue retired members and employees identification cards with the word RETIRED printed thereon. Each card shall be valid for five years from the date of retirement and may be renewed every five years at the request of the individual.

 - B. Members who retire after January 1, 1981 must file a request with the Personnel Section to obtain an endorsement on their retirement cards for the renewal of their privilege to carry a concealed weapon.

By order of