

	<b>Abbotsford Police Department Policy and Procedure</b>	
	<b>Administration</b>	<b>Conduct</b>
	<b>I.C.060</b>	<b>Employee Identification</b>

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## PURPOSE

- (1) The purpose of this policy is to document the appropriate use by Abbotsford Police Department (AbbyPD) personnel of the Badge of Office (Members) and Department-issued Identification Cards (Members and civilian employees).

## DEFINITIONS

- (2) **Member** - for the purposes of this policy, means municipal constables and AbbyPD Operational Support Officers (OSOs).
- (3) **Police Officer** – means municipal constable.

## POLICY

- (4) The Badge of Office (“Badge”) is issued to Members. Departmental Identification Cards (“ID Cards”) are issued to all employees.
- (5) Badges and ID Cards are the property of the AbbyPD.

- (6) A Police Officer will carry their Badge and ID Card while on duty. Police Officers, when practicable, will carry their Badge and ID Card when off duty.
- (7) An OSO will carry their Badge and ID Card while on duty. As OSOs are not permitted to exercise their authority as a special municipal constable while off-duty, they are prohibited from carrying their Badge and ID Card while off-duty.
- (8) Civilian employees are not required to carry their ID Card while off duty.
- (9) A uniformed Member will wear a tag bearing their identification number or name above the right breast pocket of their working uniform shirt, jacket and external equipment vest (i.e. the tag must be visible to the public on the outer-most layer of clothing).
- (10) During the course of their duties, or when off duty and exercising their authority as a Police Officer, a Member will not conceal their identity. Members must provide their name and/or Personal Identification Number (PIN) upon request. Displaying their Badge and/or ID Card, providing their name and/or PIN verbally, providing their name and or/PIN on a document or business card issued to the requestor, or drawing the requestor's attention to the member's uniform name/PIN tag meets this requirement. Members must produce their Badge and ID Card if specifically requested and if safe to do so.
- (11) During the course of their duties, civilians, if requested, must identify themselves to the public. Civilians may choose to display their ID Card, and/or provide their name/employee number verbally. Civilians are only required to provide their employee number if they feel it would be unsafe to provide their name or ID Card.
- (12) To ensure that the Independent Investigations Office is notified of off-duty incidents within its jurisdiction, municipal constables and special municipal constables who are involved in an off-duty Critical Incident (as defined in policy I.C.170 Independent Investigations Office) must identify themselves to on-duty officers who attend the incident.

## PLAINCLOTHES

- (13) On-duty Police Officers who are not involved in covert operations but are wearing plainclothes, will identify themselves to the public as noted in paragraph (10) when requested, but only when it is safe and reasonable to do so.

**UNDERCOVER**

- (14) Police Officers engaged in undercover duties are exempt from paragraphs (6), (9) and (10) of this policy, if adhering would compromise the Police Officer and/or the investigation.

**PROHIBITED USE**

- (15) Employees are prohibited from producing the Badge or ID Card for any purpose other than identifying themselves as an AbbyPD employee during the lawful execution of their duties, or otherwise performing official AbbyPD business.
- e.g. An employee must not produce the Badge or ID Card to avoid legal citation or sanction pursuant to any federal, provincial or municipal statute, regulation or by-law.*
- (a) EXCEPTION: The Badge or ID Card may be produced for the purpose of participating in a program or receiving a benefit permitted under policy I.C.040 Conflict of Interest, or otherwise sanctioned by AbbyPD.

**LOST OR STOLEN IDENTIFICATION**

- (16) Any Member who loses or has their Badge and/or ID Card stolen will submit, as soon as is practicable, a PRIME report outlining this loss to their immediate supervisor.
- (17) All lost or stolen Member Badges and ID Cards must be entered onto CPIC, as soon as is practicable, referencing the file number generated in paragraph (16).
- (18) Any civilian employee who loses or has their ID Card stolen will advise their supervisor as soon as practicable.
- (19) Supervisors will advise the Deputy Chief Constable, Administration ("DCC-Admin") of any loss reported under paragraphs (16) and (18).
- (20) Replacement Badges and ID Cards will only be issued with the authorization of the DCC-Admin.

**TERMINATION OF EMPLOYMENT**

- (21) Employees who leave the employ of AbbyPD must relinquish their ID Card and Badge (if applicable) to the Human Resources Section.

- (22) A Police Officer with 10 or more years of service who leaves the employ of the Abbotsford Police Department in good standing may opt to have their Badge returned to them:
- (a) as-is; or
  - (b) encased in acrylic; or
  - (c) presented in a frame<sup>1</sup>
- (23) The return of a Badge to a Police Officer leaving the employ of AbbyPD in good standing, but with less than 10 years of service, requires the authorization of the Chief Constable
- (24) In the event of a serving Police Officer's death, the Police Officer's next of kin may opt to receive the Badge encased in acrylic or presented in a frame<sup>1</sup>

REFERENCES AND RELATED DOCUMENT	
Policy:	<a href="#">I.C.170 Independent Investigations Office (IIO)</a>
Policy:	<a href="#">I.C.040 Conflict of Interest</a>

DOCUMENT HISTORY	
Effective:	May 8, 1990 (Rev 244) (earliest confirmed)
Revised	April 6, 1999 (Rev 666)
Revised:	January 17, 2006 (Rev 843)
Revised:	September 21, 2010
Revised:	March 28, 2019
Revised:	April 1, 2021

<sup>1</sup> Frame and presentation options are as determined by the AbbyPD Departmental Sergeant Major and approved by the Chief Constable.