



BRAINTREE POLICE DEPARTMENT Policy and Procedure

Department Identification Cards

2018-33

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Review Date:

Revised:

Issuing Authority:

Chief Mark Dubois

Certification Standards: **22.2.7 a,b**

Accreditation Standards:

Optional Accreditation Standards:

I. BACKGROUND:

Confidence in police operations and employee accountability is enhanced when members of the public are able to positively identify all Braintree Police Department (BPD) employees. The purpose of this policy is to ensure that the public can properly identify Department employees and be certain that persons claiming to be Department employees are in fact so.

II. POLICY:

It is the policy of the Braintree Police Department that all Department employees, including full time, part time and volunteer (intern) personnel, shall have a Department issued Identification Card. It is the responsibility of every employee to immediately submit a written report to the Chief of Police if their identification card is lost, stolen or misplaced.

III. Massachusetts General Law, Department Rules and Regulations: **M.G.L. Chapter 41: Section 98D Identification cards:**

Section 98D. *Each city or town shall issue to every full-time police officer employed by it an identification card bearing the officer's photograph and identifying information. The secretary of public safety and security may adopt regulations relative to the form, content and issuance of such identification cards and to the carrying thereof by municipal police officers. Such identification card shall be carried on the officer's person and shall be exhibited upon lawful request for purposes of identification.*

DEPARTMENT RULES and REGULATIONS:

Rule 6.6 Identification:

Officers shall properly identify themselves to any person requesting this information, while they are on duty, except when the withholding of this information is necessary for proper performance of police duty, when it might jeopardize the physical safety of a department member, or when authorized not to do so by proper authority. Under M.G.L. Chapter 41, section 98D, every full time officer is required to carry an official identification card to be shown to the public upon lawful request.

No department employee will be required to display their Department ID card while performing official duties, but will have it readily available as needed.

IV. CONTENTS: [22.2.7 b]

Department identification cards will contain the following information:

- The employee's name
- A photograph of the employee
- A unique identification number for the employee, and
- Department contact information
- Identification cards for retired officers to comply with the provisions of the Federal Law Enforcement Officers Act of 2004. (*Massachusetts, 501 CMR 13.00 & 515 CMR 6.00*)

V. PUBLIC REQUESTS: [22.2.7 a]

The Department recognizes that there may be times when a member of the public wishes to confirm the identity of a Department employee.

Department sworn officers shall give their rank (if applicable), last name and ID number to any person requesting such information, except where the physical safety of a member or Department property is threatened.

If a person requests to see the personnel identification card of a Department employee, the employee will display his/her identification card, except where the physical safety of the employee is threatened. This does not require the employee to physically hand the identification card to the inquiring person, but you must allow the person to view it within a reasonable distance to read the listed information.

VI. UNDERCOVER OPERATIONS:

Officers assigned to undercover operations shall be exempt from any requirement to provide their Department information or display their identification card.

VII. MISUSE OF DEPARTMENT IDENTIFICATION:

Department issued identification cards are official police documents and are property of the Department. Identification cards are to be used only for police related

activities. Misuse of a Department identification card may result in disciplinary action.