

APPLICABILITY DEPARTMENT WIDE

TITLE

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NUMBER **DOC 400.230**

BADGES AND IDENTIFICATION APPAREL

POLICY

REVIEW/REVISION HISTORY:

Effective: 10/28/99 Revised: 1/27/03 Revised: 9/15/04 Revised: 4/23/08

Revised 2/20/09 AB 09-005

Revised: 7/6/10 Revised: 5/21/12 Revised: 8/18/14 Revised: 12/6/21 Revised: 8/26/22

SUMMARY OF REVISION/REVIEW:

I.A., II.A.1. - Added clarifying language

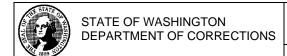
I.B., I.B.1., II.B. & C., III.A., III.A.2. & 3., III.B. & C., III.E., III.G., III.G.1., and IV.B. - Adjusted language for clarification

II.A.2.a., and IV.A.1. - Removed unnecessary language

Removed II.D. that employees may wear identification apparel during activities where highly visible identification is recommended

APPROVED:

Signature on file		
	7/25/22	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections	_	



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 10.116.050

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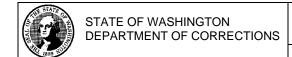
I. The Department may authorize employees in designated positions to display or wear the Department metal badge, identification jacket, ballistic vest outer carrier, and/or other official identification apparel in the performance of their duties.

DIRECTIVE:

- I. General Requirements
 - A. The appropriate Assistant Secretary or Senior Director will authorize identification apparel purchased for use in their respective division.
 - 1. Identification apparel must be ordered through an approved vendor.
 - B. The appropriate Assistant Secretary, Senior Director, or Superintendent/ designee will approve the order and issuance of authorized badges and other identification apparel.
 - 1. Authorized identification apparel should be issued to employees who require public identification in the performance of their duties.

II. Appropriate Use

- A. Badges should not be used as identification, except as required for access to jails or secure facilities or while in the performance of other Department-related business.
 - 1. On duty, uniformed custody employees will wear a badge, attached to the reinforced badge patch, on the left chest area of the uniform shirt.
 - Assistant Secretaries or Senior Directors may designate non-custody employees who will wear a badge at all times during the performance of their duties.
 - a. Employees have the option of wearing the badge on a belt clip or lanyard.
- B. Employees may wear the Department identification jacket in the course of their duties. In situations where immediate identification is not necessary, the badge placards should be concealed.



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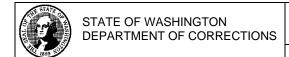
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- C. Employees involved in arrests, searches, escape apprehension, or transport/supervision activities will wear visible identification that clearly displays their name and/or badge number so members of the public and the Department can easily identify them as employees per RCW 10.116.050.
- D. Misuse of badges and identification apparel may result in corrective and/or disciplinary action.
- III. Badge Security and Tracking
 - A. Correctional Officers are issued silver badges. All other employees authorized to wear a badge are issued gold badges.
 - 1. The badge may be issued to employees identified in Badge Assignments (Attachment 1).
 - 2. Badge numbers assigned to Prisons employees will be a combination of the number assigned to the facility as outlined in Badge Assignments (Attachment 1), followed by the number assigned to the position.
 - 3. Reentry, Community Corrections, and HQ employees will be assigned badge numbers from Headquarters.
 - B. The appropriate Assistant Secretary, Senior Director, and each Superintendent will assign an employee responsible for ordering and documenting the issuance, return, and retirement of badges. Documentation will include:
 - 1. Badge number,
 - 2. Date issued,
 - 3. Employee assigned,
 - 4. Office identification,
 - 5. Date returned, and
 - 6. Date retired, if applicable.
 - C. Employees will complete DOC 05-280 Acknowledgment of Receipt of Badge when issued a badge and return the form to the employee assigned to track the issuance of badges.
 - D. Badge security is a priority. Employees will immediately report a missing or stolen badge to their supervisor and to law enforcement.
 - E. An Incident Management Reporting System (IMRS) report will be generated to report any missing or stolen badge.
 - F. Badges may not be loaned to another employee.



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- G. Employees will not be liable for damage to or loss of a badge resulting from normal wear and tear, or actions of third parties while in the performance of their duties.
 - 1. Employees may be liable for loss of or damage to a badge resulting from their own negligence or unauthorized actions.

IV. Badge Return/Retirement

- A. Badges are Department property and will be returned when employees terminate employment, transfer to another location, or leave a position authorized to carry a badge.
 - 1. Supervisors will ensure the employee assigned to track badges is informed of employee transfers to another location.
- B. The appropriate Assistant Secretary or Senior Director may authorize retirement of a specific badge and badge number, to include presentation of the badge to a retiring employee or the survivors of a deceased employee.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

Badge Assignments (Attachment 1)

DOC FORMS:

DOC 05-280 Acknowledgment of Receipt of Badge