STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

BADGES AND IDENTIFICATION APPAREL

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

SUMMARY OF REVISION/REVIEW:

II.A.1. & 2. and IV.A. - Adjusted language for clarification
Attachment 1 - Added Deputy Secretary and Chief of Staff

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/30/14
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy

POLICY:

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 Assistant Secretaries for Prisons and Community Corrections will authorize appropriate identification apparel purchased for use in their respective division.

   1. Identification apparel must be ordered through an approved vendor.

B. The Assistant Secretary for Prisons/Assistant Secretary for Community Corrections/Superintendent/designee will approve the order and issue of authorized badges and other identification apparel.

   1. Authorized identification apparel may 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. Custody employees on duty will wear a badge, attached to the reinforced badge patch, on the left chest area of the uniform shirt.

   2. Assistant Secretaries may designate non-custody employees who will carry a badge at all times during the performance of their duties. Employees have the option of wearing the badge on a badge belt clip or breakaway lanyard around their neck.

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 will be concealed.
C. Employees involved in planned arrest, search, or transport activities will wear visible identification to identify them as Department employees.

D. In the course of activities when highly visible identification is recommended (e.g., arrests, searches, transports, and certain joint operations with law enforcement), employees may wear the Department:

1. Ballistic vest outer carrier and/or identification jacket.
   a. In situations where immediate identification is not necessary, the badge placards will be concealed.

2. Official identification shirt, which has the Department badge on the front and “Officer” on the back.

E. 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 carry 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 facility 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. Each Field Office will request badge numbers from Headquarters for Community Corrections employees.

B. The Assistant Secretary for Prisons/Assistant Secretary for Community Corrections/Superintendents 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. Community Corrections employees will complete DOC 05-280 Acknowledgment of Receipt of Badge when issued a badge and return the form to the region 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. An Incident Management Reporting System (IMRS) report will be generated to report the missing or stolen badge. Badges may not be loaned to another employee.

E. Employees will be liable for loss of or damage to a badge resulting from their own negligence or unauthorized actions. 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.

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. Facility/Office supervisors will ensure the employee assigned to track badges is informed of employee transfers to other location.

B. The appropriate Assistant Secretary or Deputy Director/Regional Administrator may authorize retirement of a specific badge and badge number, to include presentation of the badge to a retiring employee or to 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