



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/26/22

PAGE NUMBER
1 of 4

NUMBER
DOC 400.230

POLICY

TITLE
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
- 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

CHERYL STRANGE, Secretary
 Department of Corrections

7/25/22
 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; RCW 10.116.050

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 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.
 2. 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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- 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