

Department Badges

1029.1 PURPOSE AND SCOPE

The Shasta County Sheriff's Office badge, embroidered badge and uniform patch as well as the likeness of these items and the name of the Shasta County Sheriff's Office are property of the Department and their use shall be restricted as set forth in this policy.

1029.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1029.3 DEPARTMENT BADGES

This section refers to the badge issued and /or authorized by the department.

A. Members in uniform shall wear a departmental issued badge on their outer garment. Badges, cap pieces, and nametags are finished with baked enamel, and abrasive cleaners are not to be used. The enamel coating may be refinished periodically. If a badge becomes disfigured or the clasp is damaged, a supervisor should be advised as soon as possible after discovering such fact.

B. Members working in civilian clothes and carrying a weapon in plain view, or in such a manner that it may become visible, shall carry their badge in a holder attached to their belt adjacent to the weapon.

C. A cloth star can be utilized in place of the badge on the special duty uniform shirt (1046.1.023 D 1 or 2), BSU POLO shirt (1046.1.023 B 2), jumpsuit (1046.1.011 A-C), jacket (.021 B) and custody officer field uniform. An embroidered star shall be utilized on utility polo shirts. An embroidered badge shall have the following phrases centered on the top and bottom ribbon for the respective employee status:

1. Sworn Deputy Sheriff = "DEPUTY SHERIFF" (top) "SHASTA COUNTY" (bottom).
2. Correctional Deputy = "CORRECTIONAL DEPUTY" (top) "SHASTA COUNTY" (bottom).
3. All other classifications = "SHERIFF'S OFFICE" (top) SHASTA COUNTY" (bottom)

D. No member of the department shall purchase a badge for use in his/her official capacity, or display a badge similar to the department badge, without authorization of the Sheriff. Upon termination, any badge purchased shall be surrendered to the Sheriff. The Sheriff may authorize a retiring member in good standing to retain a badge if it is authorized to be modified to signify the Deputy is retired (ie: affixed to a retirement plaque).

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1029.4 FLAT BADGE

Sworn non-probationary deputies, with the written approval of the Division Commander, may purchase at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) A deputy may sell, exchange, or transfer the flat badge he/she purchased to another deputy within the Shasta County Sheriff's Office with the written approval of the Sheriff.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the deputy's control, he/she shall make the proper notifications as outlined in the Policy Manual 700.
- (c) An honorably retired deputy may keep his/her flat badge upon retirement.
- (d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel or Correctional Deputy staff.

1029.5 NON-SWORN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Service Officer, Cadet, etc).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1029.6 RETIREE UNIFORM BADGE

Upon honorable retirement employees may be given their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

1029.7 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, embroidered badge and shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

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The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Sheriff.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1029.8 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Sheriff and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Shasta County Sheriff's Office. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.