

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER**

**CHAPTER 2 - PERSONNEL**  
GO-02-22  
Page 1 of 2

**DATE**  
11/06/03

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**IDENTIFICATION BADGE**

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**POLICY**

It shall be the policy of the Marin County Sheriff's Office that all employees, sworn and professional staff, shall wear their issued Sheriff's Office identification badges at all times while on premises of all Sheriff's Office facilities, whether on duty or off duty. Visitors entering secured areas of the Sheriff's Office are required to wear a visitor badge

Sworn and professional staff personnel in uniform are exempt from this policy. The assigned uniform will be sufficient in determining proper identification.

This policy and procedure described herein is intended to provide for the safety and security of Sheriff's Office staff and any employee who deliberately or willfully violates such policy shall be subject to normal disciplinary action. Such violations shall include any deliberate negative or other inappropriate response to a supervisor's request to comply with any of the provisions set forth in this policy.

**DEFINITIONS**

**Professional Staff:** non-sworn employees to include full-time, part-time, extra-hire, interns and volunteers.

**Sworn staff:** Law enforcement personnel assigned to non-uniform positions including but not limited to; Investigations, Administration, Professional Standards

*Exception:* Major Crimes Task Force and C.O.P.E. personnel

**Visitor:** A non-uniformed person or person without an Identification Badge

**Visitor's Badge:** A visitor badge will be issued to the visitor identifying the areas of the Office that a visitor may access. All visitors allowed access to the Sheriff's Office secured areas will, without exception, be required to sign-in and out on the log

**Identification Badge:** An Identification card issued to identify employees who work within the Sheriff's Office, or is here for business purposes

**PROCEDURE**

Sheriff's Office identification badges will be worn at all times. Sheriff's Office identification badges are to be prominently displayed on the front of the person between the neck and above the hips and are to be worn clipped to a piece of outer clothing, or worn around the neck on a chain or necklace. Sheriff's Office identification badges shall not be defaced or altered, for example, with stickers, decals, etc. The Sheriff's Office identification badge is to be worn so that the photo is clearly visible to others.

Each employee is responsible for safeguarding his or her own Sheriff's Office identification badge, and any lost Sheriff's Office identification badge is to be reported immediately to his or her supervisor. ( Rules and Regulation 720.02 )

If an employee reports to work without his or her Sheriff's Office identification badge, the following procedures will be followed:

a) First Occurrence: The employee will be issued a "Temporary" Sheriff's Office identification badge for that day.

b) Subsequent Occurrences: Will be handled through the progressive discipline process. Employees may be sent home to retrieve their Sheriff's Office identification badge, and the time will be charged as compensatory or leave without pay.

Uniformed personnel will have complete access to the Sheriff's Office. Personnel not in uniform must display an identification badge on or near the collar for access. If they do not have an identification card they will be given a visitors badge.

A visitor to the front desk asking to see an employee of the Sheriff's Office will be asked if they have a scheduled appointment. If so, the employee they are to meet will be contacted and the visitor provided a visitor's pass. The employee or their designee will meet the visitor in the lobby and escort them to the appropriate location.

RELATED STANDARDS:

CUS-08-11

AFFECTED DIVISIONS:

All.

DATE OF REVISIONS:

11-06-03

By order of:

ROBERT T. DOYLE  
SHERIFF