



Somerville Police Department 		TYPE:		POLICY NUMBER:		VERSION:	
		GENERAL ORDER		402		4.00	
		Subject: Identification Cards					
		Issuing Authority: Charles Femino Chief of Police		Signature: 		Effective Date: December 23, 2021	
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Accreditation Standards (5th Edition) 22.2.7				<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended			
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Purpose

Confidence in police operations and employee accountability is enhanced when members of the public are able to positively identify Somerville Police Department employees. The purpose of this policy is to ensure that the public and our law enforcement partners can properly identify department members through an employee identification card program.

The Somerville Police Department is participating with other Massachusetts police departments in a statewide program administered by the Massachusetts Chiefs of Police Association to provide identification cards for authorized police officers, both active and retired. The purpose of the project is to provide a secure, standardized identification card that will assure the public and law enforcement officers that the bearer is a legitimate sworn police officer in the Commonwealth of Massachusetts. Identification cards issued under this program use security features to prevent counterfeiting and tampering.

Policy

It is the policy of this department to provide one (Massachusetts Chiefs of Police Association) issued identification card to every sworn police officer. This card shall be referred to as a Massachusetts Police ID Card. In addition, the department will provide one Somerville Police Department-issued identification/building access card to every police employee (sworn and non-sworn.) This card shall be referred to as a Somerville Police Department ID/Building Access Card. Every full-time police officer who separates from the department in good standing after at least ten (10) years of service may be, with the approval of the Chief, eligible to continue to receive the Massachusetts Police ID Card after retirement.

Procedures

A. Design of Identification Cards

1. Every Massachusetts Police ID Card will bear the following on the front of the card:

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- a. A banner containing the words Commonwealth of Massachusetts and Police
- b. A full-face photograph of the officer [22.2.7(b)]
- c. An image of the department's emblem
- d. The officer's first and last name
- e. The officer's rank
- f. The name, address, and telephone number of the police department
- g. The signature of the Chief of Police

B. Building Access Card

1. Every Somerville Police ID/Building Access Card will bear the following on the front of the card:
 - a. A banner containing the words Somerville Police Department
 - b. A full-face photograph of the employee [22.2.7(b)]
 - c. The employees first and last name
 - d. The employees title or rank
 - e. The name, address, and telephone number of the police department
 - f. The name of the Chief of Police
2. Access cards for retired officers shall have "RETIRED" and an expiration date.

C. Visitor Building Access Card

1. Every non-Somerville Police Department employee, who is not a law enforcement officer from another agency, entering secure areas of the building, shall wear a visitor pass.
 - a. Each visitor is required to wear a pass so that it is clearly visible on the outer clothing.
 - b. Passes are located in the console.
 - c. Visitors must sign in on the clipboard located alongside the visitor passes.

D. Carrying of Identification Cards

1. Police officers shall have both the Massachusetts Police ID Card and the Somerville Police ID/Building Access Card on their person, while on-duty, at all times. The Massachusetts Police ID Card shall be used for identification purposes for sworn officers. The Somerville Police ID/Building Access Card shall be used for identification purposes for non-sworn employees and shall be carried, while on-duty, at all times.
2. Officers who are on-duty and conducting a police action or conducting police action while off-duty shall display their Massachusetts Police ID Card upon the lawful request of a citizen, Non-sworn and civilian employees shall also display their building access ID cards upon the lawful request of a citizen, except when doing so would be dangerous or would compromise a police investigation, such as in the case of an officer acting in an undercover capacity. [22.2.7(a)]
3. Off-duty officers are encouraged to carry their Massachusetts Police ID Card, except in circumstances where they are unable to properly secure it, and shall display it upon the lawful request of a law enforcement officer.
4. Officers must carry their shield and Massachusetts Police ID card in an easily accessible place, whether in Massachusetts or in another state, whenever carrying a department-issued firearm.

E. Control of Identification Cards

1. Due to the possibility that lost or stolen police identification cards could be used to commit a crime, all employees shall diligently safeguard their ID cards so as to prevent loss or theft. Employees whose lack of diligence results in the loss, theft, or unauthorized use of an ID card may face disciplinary action.
2. Employees shall not loan, relinquish possession to any citizen requesting ID verification, or give their ID cards to any person. They shall, however, surrender their ID card on demand to a superior officer of the department or upon separation.
3. Employees shall not reproduce, photograph, videotape, or post images or copies of their ID cards on the Internet, or elsewhere, or allow others to do so.
4. Any employee who loses an ID card(s), or whose ID card(s) is stolen, shall immediately report the loss or theft to the Shift Commander, who shall:
 - a. For Massachusetts Police ID Cards – File a written report concerning the loss or theft and ensure that the card is entered as a stolen article in LEAPS and NCIC under the article type ICREDEN. Each card has a serial number on the back, left-upper corner. The remarks field of the entry should contain a description of the card. A list of ID card numbers is maintained by the Information Technology Specialists.

- b.** For Somerville Police ID cards - File a written report concerning the loss or theft, and forward it to the Administrative Captain, who will ensure that the card has been deprogrammed so that unauthorized entry cannot be gained to the building.
- 5.** Lost or stolen cards that are recovered shall be cancelled in LEAPS and NCIC. If a replacement card has been issued, the recovered card shall be destroyed.
- 6.** Upon return to duty, the employee whose ID card was lost or stolen shall file a station report to the Admin Captain documenting the events surrounding the loss or theft.
- 7.** The department will replace lost, damaged, or stolen Ma. Police ID cards. These cards are not free. If the loss of the card is lost or damaged due to negligence, the cost of replacement will be borne by the employee.
- 8.** These cards are the property of the department. The department will demand the return of ID cards from any employee whenever:
 - a.** The employee is suspended
 - b.** The employee is prohibited by the department from carrying a firearm
 - c.** The employee is terminated
 - d.** The employee resigns, transfers, or retires from the department
 - e.** The Chief, or his/her designee, deems that it is the best interest of the department
- 9.** Employees are responsible for applying for a new ID card with the Admin Captain whenever there is a change in the employee's name, full or part-time status, or rank.
- 10.** Massachusetts Police ID Cards have expiration dates. Every officer is personally responsible for:
 - a.** Notifying the admin captain 6 months prior to the expiration date requesting a new card prior to the expiration of the existing card
 - b.** Returning to the department the expiring card as soon as the new card is received
- 11.** Employees who apply for new ID/building access card shall return expired or damaged ID Cards to the academy Lieutenant or the IT Department.
- 12.** Massachusetts Police ID cards and Somerville Police ID/Building Access Cards are official police documents and are to be used only for official police related activities. Misuse of these cards may result in disciplinary action.

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13. Annually there shall be an audit of ID/building access cards in February. This is to be performed by the Information Technology Specialists.

F. Former Police Officers:

1. Upon the separation from duty of any full-time officer, the department, through the Chief, or his/her designee, has the discretion to issue a Massachusetts Police ID Card. The issuance of a Massachusetts Police ID Card is a privilege—and not a right. This ID card identifies the officer as a retired police officer, provided that the officer:
 - a. Separated in good standing, meaning that such officer was not charged with, or suspected of, criminal activity at the time of retirement, nor was the officer under investigation, or facing disciplinary action, for an ethical violation of departmental rules, or for any act of dishonesty.
 - b. Served as a law enforcement officer for an aggregate of ten (10) years or more, or separated from service due to a service-connected disability after completing his/her probationary period.
 - c. Is not unqualified to be a police officer for reasons relating to mental health.
 - d. Is not prohibited by federal law from possessing a firearm.
 - e. ID cards issued to former officers as described above will be of the same design as those issued to active duty officers except that they will bear the word RETIRED on the face of the card.
6. ID cards issued to retired officers remain the property of the Police Department. Officers who receive a MA. Police ID card must sign an agreement stating that they recognize that the card belongs to the department and agree to return it on demand. Officers who receive a building access and ID card must sign an agreement stating that they recognize that the card belongs to the department and agree to return it on demand. Included in the agreement, retired officers who are subsequently involved in criminal activity, or whose actions bring discredit upon the department, or the city, must agree to return it on demand.