

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: May 14, 2020

HISTORY: October 1, 1999

SUBJECT: Identification Cards

POLICY NUMBER: 99-079

I. POLICY

This policy applies to sworn officers and Community Service Officers (CSOs) employed by this department. The photo identification card (ID) issued will be in the employee's possession at all time while on duty.

- A. The ID card will be displayed upon request of a citizen or at any appropriate time as required by either the law or due to the nature of any incident being handled.
- B. Employees not issued an ID shall, in writing, notify the Administrative Lieutenant.
- C. Shift supervisors will make inspections of employee ID cards at regular intervals.
- D. Detectives are required to have their ID card and badge with them at all times while on duty.
- E. Lost or stolen ID cards will be reported immediately to the Administrative Lieutenant.

II. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict