

Rules and Procedures

Rule 306A

October 24, 1995

Rule 306A - DISPLAY OF BADGES AND I.D. CARDS

This rule is issued to establish regulations for the display or use of the Department Badge of Office and Personnel Identification Card. It is effective immediately, superseding and replacing all other rules, orders, circulars, bulletins and directives that have been previously issued for the guidance of personnel in the wearing of badges and I.D. cards at crime scenes, while in Department facilities or while in uniform.

Sec. 1 General Considerations: Badges are Department property issued to all sworn personnel and to Police Cadets. They are symbols of public trust and delegated authority. Sworn members of the Command Staff are issued a gold shield which is not numbered. Superior Officers and Detectives are issued a numbered gold shield. Patrol Officers are issued a numbered silver shield. Police Cadets are issued a distinctive, silver Cadet badge which is not numbered. School Traffic Safety Supervisors are issued a numbered silver badge.

Identification cards are Department property, issued to all employees of the Department for the purpose of identification. Department identification cards contain a photograph of the employee, the employee identification number, the rank and the unit of assignment.

Sec. 2 Display of Identification:

Sworn: Sworn personnel shall carry their badges and identification cards on their person readily accessible for display at all times. The officer's rank and badge number shall always be readily identifiable on the badge.

While in uniform, sworn personnel shall wear their Department badges on the left breast of their outermost garment. While in civilian clothes, sworn personnel shall prominently display either their identification card or their Department badge while in any Department facility or while on any crime scene.

Civilian: All civilian personnel shall prominently display their identification card while in any Department facility or while on any crime scene.

While in uniform, Police Cadets and School Traffic Safety Supervisors shall wear their Department badges on the left breast of their outermost garment. While in civilian clothes, Police Cadets and School Traffic Safety Supervisors shall prominently display their identification card while in any Department facility or while on any crime scene.

Sec. 3 Exchange of Badge Prohibited: The badge to be carried by an officer shall be that which is issued. The badge shall not be altered, exchanged or transferred except by order of the Police Commissioner. Officers shall not use another officer's badge or replica of a badge in likeness of the original; nor shall they allow any person not appointed a member of the Department to use an official badge at any time.

Sec 4 Loss of Badge or Identification Card: It shall be deemed to be neglect of duty on the part of an employee who fails to take reasonable care of their badge or identification card. Loss or damage to a badge or identification card shall be reported immediately to the employee's Commander or Director.

The cost of repair or replacement shall be charged to the employee, unless such employee can show that such loss or damage was not incurred through personal negligence.

Sec. 5 Prohibition of Reproduction: The official insignia of the Boston Police Department, its logo, the official badge or any likeness thereof shall not be reproduced or utilized on decals, letterheads, business cards or in any other manner except by authority of the Police Commissioner.

Sec. 6 Issuing of Identification Cards: All Department employees shall be issued a new identification card every five years. All Department employees shall be issued a new identification card upon change of status or unit of assignment. It shall be the responsibility of each employee to ensure that their identification card properly reflects their current title and their current assignment.

All Department employees may have identification card photographs, signatures and fingerprints taken at the district stations or at the Human Resources Division. Department identification cards shall be distributed through the Human Resources Division. Upon being issued a new identification card, the employee must surrender the old card.

Commanders and Directors shall be responsible to ensure compliance with all of the provisions of this rule.