

3.17

GENERAL ORDER

07/20/94

Eff. XX/XX/XX

DEPARTMENT IDENTIFICATION CARDS

Department Identification Cards

3.17.01 PURPOSE

This order establishes the policies and procedures for the issuance and replacement of ~~identification~~Department Identification cards and City and County of San Francisco Disaster Service Worker Identification Cards.

I. POLICY

A. A. ISSUANCE. - All ~~employees of the~~ San Francisco Police Department, ~~including Patrol Special Officers and Assistant Patrol Special Officers,~~ employees will be issued an ~~identification~~Identification card and a Disaster Service Worker (DSW) card, whether ~~they are~~ sworn or non-sworn, temporary, or permanent. Members appointed to another permanent rank or classification will be photographed and issued a new ~~identification card.~~Identification card. Members shall comply with DGO 11.08 “Grooming Standards” for all Department Identification photos.

B. 3.17.02 POLICY

A. EXPIRATION/RENEWAL/RETIREMENT

1. EXPIRATION - Identification cards will expire after 5 years. Sworn members’ ID cards expire on December 31<sup>st</sup> of the expiration year. Civilian ID cards expire at the end of the month of the civilian employee’s birth month. Identification cards issued to temporary non-sworn employees, ~~assistant patrol special officers~~ and recruit officers expire after 1 year.
- ~~2.~~2. RENEWAL - The ~~Personnel~~Staff Services Division will notify members via Department Notice when their identification cards expire and will instruct members on the procedures for renewal. Members shall not dispose of their identification cards except through the ~~Personnel~~Staff Services Division.
- ~~C.~~3. RETIREMENT - Members who retire for service shall have a new digital photo taken and complete form, Retired Officer ID Card Information SFPD 505c, which shall include home address and phone number. Retired Officer ID cards will be mailed.

New retirees will be issued identification cards with a concealed weapon authorization for Law Enforcement Officer Safety Act (LEOSA) purposes expiring 5 years from the year of retirement unless otherwise denied or revoked. Denial or revocation decisions rest solely with the Chief of Police. Members who retired after January 1, 1981 may request a new identification card but must re-qualify at a range, as directed by the Department Range Master, to have concealed weapon authorization on their identification card. The Department Rangemaster will be responsible for all LEOSA certifications.

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former San Francisco Police Department officer who meets the following criteria (18 USC 926C; Penal Code 25455):

- (a) Separated from service in good standing from the San Francisco Police Department.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer and separated from service, after completing any applicable probationary period, due to a service-connected disability as determined by the Department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this Department where the officer acknowledges that they are not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by Federal or State law from receiving or possessing a firearm.

B. SURRENDERING ~~I.D.~~ IDENTIFICATION CARDS: - Identification cards shall remain the property of the San Francisco Police Department.

1. RETIREMENT/

1. RESIGNATION: /TERMINATION - Members who resign, ~~retire for service or disability, or or~~ are terminated, shall turn in their identification cards to the Property Control Section or any member designated by the Chief ~~of Police.~~
2. SUSPENSION: - Members who are suspended shall surrender their identification cards to their commanding officer or ~~to~~ any member designated by the Chief of Police.
3. EXIGENT CIRCUMSTANCES: - When ~~order~~ordered by a superior officer, a member shall immediately surrender ~~his/her~~their Department identification card.

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~~4. PATROL SPECIAL OFFICERS. The Department's Patrol Special Liaison Officer will notify commanding officers whenever patrol special officers or assistant patrol special officers employed in their districts are terminated. Commanding officers shall collect the identification cards of terminated patrol special officers and assistant patrol officers and return them to the Department.~~

### **H.03 PROCEDURES**

#### **A. REPLACING ~~LD~~ IDENTIFICATION CARDS/DUTIES OF MEMBERS**

1. LOST OR STOLEN: ~~-~~ In the event ~~that your~~an identification card is lost or stolen, immediately notify the ~~Personnel~~Staff Services Division ~~or~~and the Department Operations Center (during non-~~-~~business hours) and complete a memorandum describing the circumstances. ~~Submit the memorandum to your~~ The member's commanding officer, ~~who shall forward it to the Personnel or designee must complete a supervisory investigation~~ memorandum outlining the circumstances of the Lost or Stolen ID card. The completed memorandums shall be forwarded to the Staff Services Division.

- a. If ~~your~~an identification card ~~was~~is stolen, an incident report must also be prepared, and a copy submitted with ~~the~~a memorandum.
- b. If the theft occurred outside the city, notify the appropriate law enforcement agency, and have an incident report made. If possible, obtain a copy of the incident report and attach it to ~~your~~the memorandum when submitting it to your commanding officer.

~~2. EXPIRED/DAMAGED. If your identification card is expired or damaged, contact the Personnel Division for replacement.~~

2. WORN/DAMAGED - Any member whose identification card becomes worn or damaged prior to its expiration date shall submit a memorandum explaining the damage and request a replacement. In addition, members must complete SFPD Form 154 (Damage to Department Property). Commanding officers shall review such requests and approve as warranted. Upon approval, the Staff

Services Division will issue a replacement identification card utilizing the current digital photo on file.

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References

DGO 2.01 General Rules of Conduct; Department property

DGO 10.02; Uniform and Equipment

DGO 11.08 Grooming Standards

18 USC 926C

25455 PC