

3-03/285.00 - Identification Card

The official Department identification card shall include the following:

- The County seal or graphic of the appropriate badge;
- Standard design (approximately 3.2" by 2.2");
- Recent photograph of the employee (within last five years);
- Full name of the employee and employee number;
- Title (Sworn will indicate rank. The following professional staff positions will indicate classification: Custody Assistant, Civilian Investigator, Crime Analyst, Security Officer, Security Assistant, Court Services Specialist, Communication Operator, and Law Enforcement Technician);
- Signature of the employee and the approving authority;
- Birth date, height, hair and eye color of the employee;
- Identification card number and date of issue; and
- Identification card must be laminated securely, both front and back.

The identification card may contain additional information (e.g., weight, blood type).

If the employee's current identification card does not conform to the above standards, the card shall be replaced immediately.

If the employee's identification card is lost or stolen, refer to Section 3-03/060.15 Replacing Items of Identification.
