3-03/285.10 - Volunteer Identification Cards

A volunteer's affiliation with this Department is subject to termination by the Sheriff or his designee at any time without notice or cause. Anytime a volunteer is notified the Department is no longer in need of their service, any Department-issued credential shall be confiscated.

> **NOTE**: For purposes of this section, a volunteer is any person who is a member of any Advisory Council, Community Advisory Group, Booster Club, Station Volunteer Clergy Program, or any other group, or any individual who provides a service to the Department without any expressed or implied promise of pay or benefit.

Any Sheriff's Department employee or volunteer, including reserve deputies, shall not possess more than one Sheriff's Department identification card at any time, unless dual classifications are held.

Prior to the issuance of any identification card, all volunteer members of the Department shall be subjected to a background check and have their fingerprints subjected to a livescan examination. All other requirements governing the issuance of volunteer identification cards, as delineated in the Volunteer Coordinator's Manual of the Los Angeles County Sheriff's Department, shall be observed.

Volunteer identification cards shall be valid for a period of three (3) years from the date of issuance or renewal.

The issuance of identification cards to any civilian volunteer or Advisory Council/Group member shall be expressly approved by the Office of the Sheriff or undersheriff.

Civilian volunteers must be conscientious in avoiding actions that misrepresent or abuse their affiliation with the Los Angeles County Sheriff's Department. Volunteers shall not display their identification cards or otherwise cite their connection to the Sheriff's Department in any manner as to give the appearance of soliciting special treatment or privilege.

Volunteer identification cards issued by the Sheriff's Department shall include the following:

- Identification cards shall be a standard size and design (approximately 2 2" by 3 2");
- The identification card shall bear the seal of Los Angeles County or other appropriate badge;
- The word "VOLUNTEER" shall appear on the front of the identification card;
- The card shall be color coordinated in blue and white;
- Full name of the volunteer;
- Unit of assignment, Station, or Facility, and/or name of group to which the volunteer is affiliated;
- Identification card number, date of expiration, and signature of approving authority;
- Recent photograph of the volunteer (taken within the last five years); and
- The card shall be securely laminated or, alternatively, a credit card style.

The back of each card shall include the following language:

Property of:
Los Angeles County Sheriff's Department

4700 Ramona Boulevard, Room #155
Monterey Park, CA 91754
(323) 526-5541

This card is for identification purposes only.
The holder of this card is not an employee of the
Los Angeles County Sheriff's Department.
This card confers no special authority or privilege.