4-05/005.00 - Badges and ID Items

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/005.00 BADGES AND ID ITEMS			Items considered under this section include the following: • Uniform badge; • Name tag; • Cap piece; • Flat badge and case; and • ID card. **NOTE:** Uniform badge, cap piece, and flat badge are indexable information. Enter into APS and NCIC.
Contract City Officials:			
--Found or recovered	See under appropriate crime classification	Contract Law Enforcement Bureau A	Deliver badge or ID item to Contract Law Enforcement Bureau with copy of report. Type of report to depend on circumstances involved. Report to be supplemental report to original URN if already reported.
--Lost	SH-R-49 URN 44	Station detective A	Copy of report to Contract Law Enforcement Bureau. First report to be made by station contracting with the city. Code 442 - Lost Property.
--Theft	See under appropriate crime classification	Station detective A	Copy of report to Contract Law Enforcement Bureau. First report to be made by station contracting with the city.
--Other Policing Agencies, Found or recovered item	See under appropriate crime classification	Personnel Admin. A	Deliver badge or ID item to Personnel Administration with copy of report. Personnel Administration will notify the concerned agency.
Sworn:			
--Damaged			See volume 3, chapter 3.

--Found	SH-R-49 URN 44	Personnel Admin. A	Notify Personnel Administration by telephone and then deliver item to them. Type of report and file number to depend on circumstances involved. Code 442 - Found Property.
--Item used in commission of crime	See under appropriate crime classification	Personnel Admin. and appropriate investigative unit A	
--Lost	SH-R-49 SH-AD-90 URN 44	Personnel Admin. A	See volume 3, chapter 3. Code 442 - Lost Property.
--Recovered	See under appropriate crime classification	Personnel Admin. A	Notify Personnel Administration by telephone and then deliver item to them. See appropriate classification for coding. If theft previously reported to this Department, recovery to be a supplemental report to original URN.
--Theft	See under appropriate crime classification SH-AD-90 (Affidavit of Loss)	Personnel Admin. A	Obtain URN from unit of assignment. See appropriate classification for code. Follow procedure as above for lost.
Non-Sworn:			
--Lost, damaged	SH-R-49 URN 44	Employee's unit of assignment A	Unit commander to review and forward SH-R-49 and memo to Personnel Administration requesting reissue.
Reserves:			

--Found	See under appropriate crime classification	Reserve Forces Bureau A	Notify Reserve Forces Bureau by telephone and deliver item to them for disposition.
--Item used in commission of crime	See under appropriate crime classification	Reserve Forces Bureau and appropriate investigative unit A	Notify Reserve Forces Bureau immediately by telephone.
--Lost	SH-AD-90 URN 44	Reserve Forces Bureau A	Reserves must appear in person at the Reserve Forces Bureau to sign Affidavit of Loss. See volume 3, chapter 3.
--Recovered	See under appropriate crime classification	Reserve Forces Bureau A	Notify Reserve Forces Bureau by telephone and deliver item to Reserve Forces Bureau. If theft previously reported to this Department, recovery to be a supplemental report to original URN.
--Theft	See under appropriate crime classification SH-AD-90 (Affidavit of Loss)	Reserve Forces Bureau A	Employee must appear in person at the Reserve Forces Bureau to sign affidavit of Loss. Submit data for report to appropriate station/unit. See volume 3, chapter 3.
Retired:			Notify Personnel Administration immediately. Follow instructions as outlined under sworn except for lost and theft.
--Lost	SH-R-49 SH-AD-90 URN 44	Employee Relations Unit A	Badge and/or ID items replaced at member's expense. Code 442 - Lost Property.

--Theft	SH-R-49 SH-AD-90 URN	Station/unit patrol, if Sheriff area, and Employee Relations Unit A	Badge and/or ID items replaced at member's expense. Code as applicable.