3-03/285.00 - Identification Card

The official Department identification card shall include the following:

- The county seal or graphic of the appropriate badge;
- The name and signature of the Sheriff when issued;
- Standard design (approximately 3.2" by 2.2");
- A recent photograph of the employee (within the last five years of issuance) which must display the front of the face without any obstructions such as bandanas, caps, hats, masks, sunglasses, veils, or any headgear not authorized by the Department;
- The date of expiration (no more than five years from issuance);
- The full name and employee number of the employee;
- The full title, rank, or item number of the employee;
- The signature of the employee and the approving authority; and
- The birth date, height, hair, and eye color of the employee.

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

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.