



Policy Name:	EMPLOYEE BADGES AND IDENTIFICATION		
Policy #:	AD 4.8	Last Updated:	2022-06-08
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 2.6 Professional Deportment

AD 4.3 Uniforms, Insignia, and Dress Standards

AD 4.5 Retirement, Resignation / Re-engagement

OP 2.4 Independent Investigations Office (IIO)

1. PURPOSE

- 1.1. To inform Surrey Police Service (SPS) Members of the appropriate use of the Badge of Office (Badge).
- 1.2. To inform SPS Employees, Contractors, Volunteers, Visitors, and Practicum Students of the required use of issued Identification (ID) Cards.

2. SCOPE

- 2.1. This policy applies to all SPS Employees, Contractors, Volunteers, Visitors, and Practicum Students.

3. POLICY

- 3.1. Badges and ID Cards are the property of SPS.
- 3.2. Employees, Contractors, Volunteers, Visitors, and Practicum Students must only use and display their Badges and /or ID cards as set out in this policy.

4. PROCEDURE

- 4.1. Members must carry their Badge and ID cards while on duty and, when practicable, will carry their Badge and ID card when off-duty.
- 4.2. Civilian Employees, Contractors, Volunteers, and Practicum Students are not required to carry their ID Card while off-duty.
- 4.3. A uniformed Member must wear a tag bearing their identification number or name above the right breast pocket of their working uniform shirt, jacket, and external equipment vest (i.e., the tag must be visible to the public on the outer-most layer of clothing). See Policy AD 2.6 *Professional Deportment*.
- 4.4. During their duties, or when off-duty and exercising their authority as a Police Officer, Members must not conceal their identity. Members must provide their name and/or Police Identification Number (PIN) (Badge Number) upon request. Displaying their Badge and/or ID Card, providing their name and/or PIN verbally, providing their name and or/PIN on a document or business card issued to the requestor, or drawing the requestor's attention to the Member's uniform name/PIN tag meets this requirement.
- 4.5. Members must produce their Badge and ID Card if specifically requested and if safe to do so.
- 4.6. During their duties, civilian Employees, if requested must identify themselves to the public. Civilian Employees may choose to display their ID Card, and/or provide their name/Employee number verbally. Civilian Employees are only required to provide their Employee number if they believe it would be unsafe to provide their name or ID Card.
- 4.7. Contractors, Volunteers, Visitors, and Practicum Students must visibly wear SPS-issued ID Cards when on SPS Premises.
- 4.8. Contractors, Volunteers, Visitors, and Practicum Students must return their issued ID Cards upon demand of a Supervisor or as per the conditions of their contract or visitation.
- 4.9. To ensure that the Independent Investigations Office is notified of off-duty incidents within its jurisdiction, Members who are involved in an off-duty Critical Incident (as defined in Policy OP 2.4 *Independent Investigations Office*) must identify themselves to on-duty police officers and IIO investigators who attend the incident.

Plainclothes

- 4.10. On-duty Police Members, who are not involved in covert operations, but are wearing plainclothes, must identify themselves to the public as noted in section 4.5 when requested, but only when it safe and practicable to do so.

Undercover Operators

4.11. Members engaged in undercover covert duties are exempt from sections 4.1, 4.5 and 4.6 of this Policy, if identifying themselves as a Police Officer could compromise the Member's safety and/or the investigation.

Prohibited Use

4.12. Employees are prohibited from producing their Badge or ID Card for any purpose other than identifying themselves as an SPS Employee during the lawful execution of their duties, or otherwise performing official SPS business (e.g., an Employee must not produce their Badge or ID Card to avoid legal citation or sanction pursuant to any federal, provincial or municipal statute, regulation or by-law).

4.13. Exception: the Badge or ID Card may be produced for the purpose of participating in a program or receiving a benefit permitted under policy AD 2.3 *Conflict of Interest*, or otherwise approved by SPS.

Lost or Stolen Identification

4.14. A Member who loses or has their Badge, cap badge and/or ID Card stolen must submit, as soon as practicable, a PRIME-BC report outlining the loss and immediately report the loss to their Supervisor.

4.15. A civilian Employee who loses or has their ID Card stolen must immediately report the loss to their Supervisor.

4.16. Lost or stolen Member badges, cap badge and ID Cards must be entered onto CPIC as soon as practicable, referencing the PRIME-BC file number.

4.17. Supervisors will notify the Deputy Chief constable, Support Services Bureau of a loss reported under sections 4.15 and 4.16.

4.18. Replacement Badges, cap badges and ID Cards will only be issued with the authorization of the Deputy Chief Constable, Support Services Bureau.

Termination of Employment

4.19. Employees who leave the employ of SPS must return their ID Card and Badge (if applicable) to Asset Management.

4.20. Members with ten (10) or more years of service, including two (2) years service with SPS, who leave the employ of SPS in good standing may opt to have their Badge returned to them:

- i. as-is; or
- ii. encased in acrylic; or
- iii. presented in a frame, or

iv. as a retirement badge.

- 4.21. Members with twenty (20) or more years of service, including two (2) years service with SPS who leaves the employ of SPS in good standing and opts to have their Badge presented in a frame may also include other related paraphernalia in the frame such as a Badge from their previous police agency, SPS challenge coin, shoulder flash, medals, etc.
- 4.22. The return of a Badge to a Member leaving the employ of SPS in good standing but with less than ten (10) years of service, including two (2) years service with SPS, requires the authorization of the Chief Constable.

Note: refer to policy AD 4.5 *Retirement / Resignation / Re-engagement* for further details.

Retirement

- 4.23. A Member who retires to pension in good standing from SPS may be issued a retirement Badge and retirement identification card.
- 4.24. Members who retired from a recognized police service before joining SPS must complete five (5) years service with SPS to be eligible for a retirement Badge and retirement ID card unless otherwise authorized by the Chief Constable.
- 4.25. A retirement Badge will consist of refurbishing the Member's badge and inserting a rocker below the Badge that says "Retired".

Death of Member

- 4.26. In the event of a serving Member's death, the Member's next of kin may opt to receive the Badge encased in acrylic or, if there is a funeral service or celebration of life, presented with the Member's police photo in a frame.

APPENDIX A: DEFINITIONS

“Badge” means the Badge of Office issued to Members.

“Contractor” means a person or persons who has access to SPS Premises, as defined in this policy, for the purpose of providing services or supplies to SPS on a contractual basis.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“ID” cards are photo identification cards issued to all Employees.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“PIN” means Police Identification (Badge) Number.

“Practicum Student” mean a student of a program at a recognized education institution who is engaged at SPS Premises for study, research, work experience, etc.

“SPS Premises” includes, but is not limited to, any property permanently or temporarily under the jurisdiction of SPS, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by SPS and wherever located.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

“Visitor” means a person who has been authorized access to SPS Premises and is under the supervision of an Employee.

“Volunteer” means a person serving SPS who is not an Employee, Practicum Student, or Contractor, as defined in this policy, and includes those individuals serving on any board(s), commission(s) or committee(s) established by SPS.

APPENDIX B: REFERENCES

British Columbia Provincial Policing Standards

Human Rights Code, R.S.B.C. 1996, c. 210

Police Act, R.S.B.C. 1996, c. 367