 Lexington Police Department	<u>Subject:</u> Employee Identification						<u>Policy Number:</u> 22C	
	<u>Accreditation Standards:</u> <u>Reference: 22.2.7</u>						<u>Effective Date:</u> 11/1/10	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<u>Revision Dates:</u>	1/24/19						
<u>By Order of:</u> Mark J. Corr, Chief of Police								

GENERAL CONSIDERATIONS AND GUIDELINES

M.G.L. Chapter 41 § 98D states each city or town shall issue to every full time police officer employed an identification card bearing his/her photograph and identifying information. Such card shall be carried on the officer's person and shall be exhibited upon lawful request for purposes of identification.

All Employees of the Lexington Police Department shall be issued an identification card, which includes the employee's name, photograph and the Town Seal in addition to other identifying characteristics, including the signature of the Chief of Police.

DEFINITIONS

- A. **Full-time Law Enforcement Officer:** A Law Enforcement Officer, as defined in 501 CMR 15.02, who is employed by a Law Enforcement Agency at least 20 hours per week, on average, and who has completed an approved full time Police Academy or received an appropriate waiver pursuant to M.G.L. c. 41 § 96B.
- B. **Law Enforcement Officer:** shall not include Auxiliary Officers, Civilian Dispatchers, personnel who are not police officers even though they may have been granted police authority, such as School Crossing Guards, Animal Control Officers and Community Service Officers, person who have been granted police powers for the purpose of performing private details, employees of non-police organizations or government agencies who have special police powers, honorary police officers or elected or appointed officials who, by virtue of a city or town charter, special legislation or other mechanism are deemed to be "police commissioners" or otherwise have supervisory responsibilities for a police agency.
- C. **Part-time Law Enforcement Officer:** A law enforcement officer who does not meet the definition of a Full-time Law Enforcement Officer.

PROCEDURE

A. Public Requests [\[22.2.7\(a\)\]](#)

1. The Lexington Police Department recognizes that there may be times when a member of the public wishes to confirm the identity of an employee.
 - a. Department members shall give their rank (if applicable), last name and badge number to any person requesting such information, except where the physical safety of a member of the Department is threatened.
 - b. If a person requests to see the ID of a Department employee, the employee will display his/her ID, except where the physical safety of a member of the Department is threatened.
2. This does not require the employee to physically hand the ID card to the inquiring person, but they must allow the person to view it within a reasonable distance to read the listed information.
3. Officers operating in undercover situations shall be exempt from any requirement to provide or display their ID.

B. Identification Cards (ID)

1. Department Identification Cards shall be issued by and remain the property of this agency; if the Chief of Police or designee directs an employee to return ID cards then he/she must do so.
2. ID Cards are to be used only for police-related activities. Misuse of a Department ID card may result in disciplinary action.
3. Identification cards shall be issued to:
 - a. Sworn Police Officers
 - b. Retired/Special Police Officers
 - c. Full and Part time Dispatchers
 - d. Animal Control Officer
 - e. Parking Control Officer
 - f. Police Cadets
 - g. Police Mechanic
 - h. Civilian Employees
 - i. School Crossing Guards
 - j. Members of the Traffic Unit

C. The Law Enforcement Safety Officers Act allows Police Officers to carry firearms in all 50 states. Sections 926B and 926C have been added to Chapter 44 of Title 18 of the United States Code.

1. **Section 926B:** Carrying concealed firearms by qualified law enforcement officers. State and local police officers may carry a concealed firearm in any state if they are qualified by their Department and possess their agency photo ID. To be qualified, officers must:

- a. Have statutory powers of arrest;
- b. Be authorized by their agency to carry a firearm;
- c. Not be the subject of any disciplinary action by their agency;
- d. Meet the qualifying standards for their agency in firearms proficiency;
- e. Not be under the influence of alcohol or drugs; and
- f. Not be prohibited by federal law from receiving a firearm.

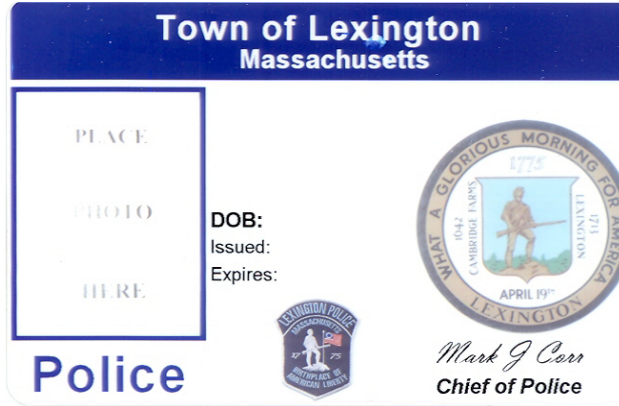
2. **Section 926C:** Retired officers carrying concealed firearms. Qualified, Retired Officers may also carry a concealed firearm in any state, provided that they possess their current agency photo ID and are:

- a. Retired in good standing, or retired as a result of a disability other than mental instability;
- b. Are not under the influence of alcohol or drugs;
- c. Are not prohibited by federal law from receiving a firearm; and
- d. Have met the standards for firearms proficiency – at their own expense – for active officers within the past 12 months.
- e. Are in possession of their Department issued I.D. with LEOSA Language printed thereon.

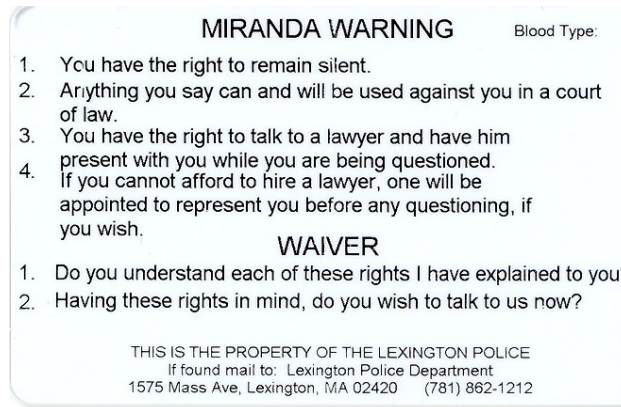
D. Information Printed on ID [22.2.7(b)]

1. **Sworn Police Officers** shall have their name and rank printed on the Department issued ID and the following format shall be used:

a. Front



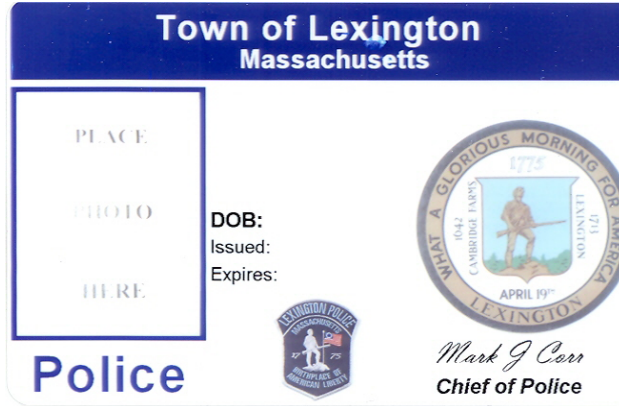
b. Back



c. In the center of the card (under the heading) will appear the person's name and title/position.

2. **Retired Police Officers** (in good standing) who maintain their firearms training may carry firearms throughout the United States. They shall have their name and retired status printed on the front of the ID. The following format shall be used in order to comply with Federal Guidelines.

a. Front



b. Back

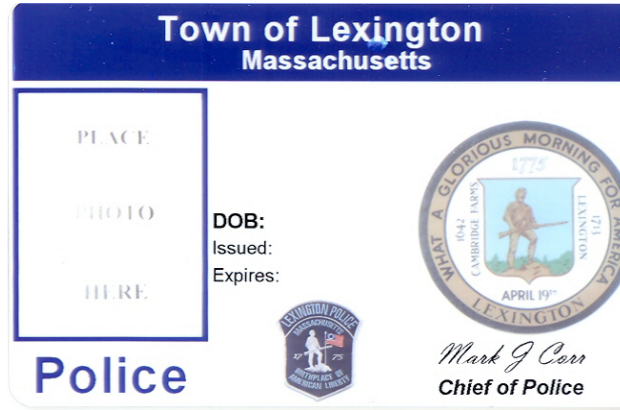
The bearer of this ID is a retired Lexington Police Officer who has met all requirements for qualifying with authorized firearms; consistent with the Law Enforcement Officers Safety Act of 2004. (Qualification 05/27/2009) If you have any questions contact the commanding officer at the address or phone number below.

THIS IS THE PROPERTY OF THE LEXINGTON POLICE
If found mail to: Lexington Police Department
1575 Mass Ave, Lexington, MA 02420 (781) 862-1212

- c. In the center of the card under the heading will appear the retiree's name and position from which they retired including the word "RETIRED."

3. **Retired Police Officers** that elect not to maintain their firearms training shall have their name and retired status printed on the front of the ID. The following format shall be used.

- a. Front



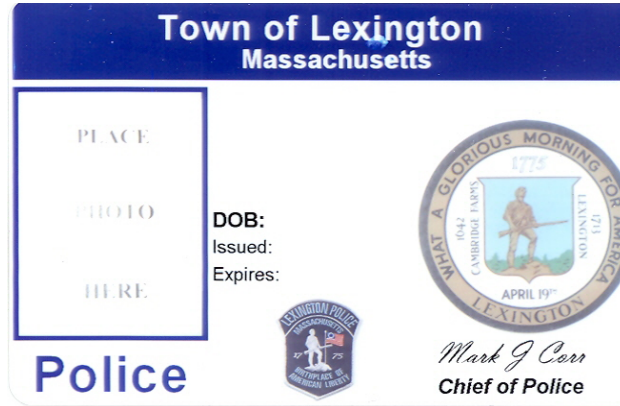
- b. Back

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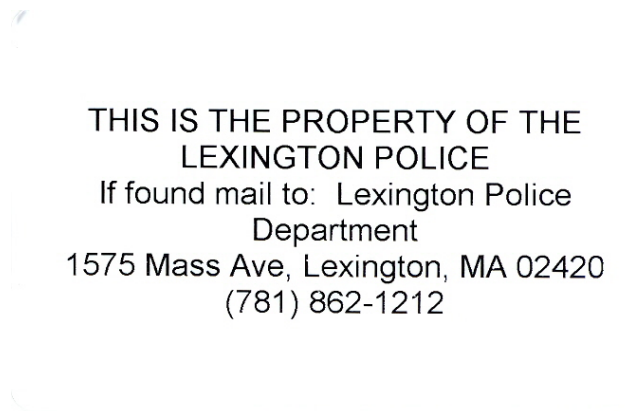
- c. In the center of the card under the heading will appear the retiree's name and the position from which they retired including the word "RETIRED."

3. **All Other Employees** shall have their name and title printed on their Department issued ID's and the following format shall be used:

a. Front



b. Back



c. In the Center of the card under the heading will appear the person's name and title/position.