
Policy

All Sheriff's Office Identification Cards for active, retired and civilian personnel will be issued through the Director of Law Enforcement.

A. Civilian Employee Identification Cards.

1. The Sheriff will authorize the issuance of an identification card to each civilian employee hired by the Sheriff's Office.
2. Civilian employee identification cards will be collected and returned to the Director of Law Enforcement by the employee's Director prior to or on the effective date of the employee's:
 - a. termination
 - b. resignation
 - c. retirement
3. The Director of a suspended employee will collect the employee's identification card on or before the effective date of the suspension, and will not return it until the suspension period has ended.
4. The Director of an employee discharged while under suspension will return the identification card to the Director of Law Enforcement.

B. Retired Civilian Employee Identification Card

1. A permanent full-time Sheriff's Office civilian employee who is retiring may receive a retiree identification card.
2. Retired civilian identification cards will be obtained by written request from the employee's Director forwarded to the Sheriff for final approval.
3. The employee must make an appointment with the Director of Law Enforcement or his designee for the identification card to be issued.
4. The identification card will show the retired employee's name, position classification at time of retirement and have the word "RETIRED" printed across the card.

Chapter 71- Sheriff's Office Identification Cards

C. Deputy Identification Cards

Active and Retired (Correctional and Law Enforcement)

1. For active Deputies, an identification card will be issued upon submission of a request signed by the employees Director.
2. For retired Deputies, a retired identification card will be issued upon submission of a written request signed by the employee's Director and forwarded to the Sheriff for approval.
3. The employee must make an appointment with the Director of Law Enforcement or his designee for the identification card to be issued.
4. The identification card will show the retired employee's name, position classification at the time of retirement and have the word "RETIRED" printed across the card.
5. An employee must have prior approval and surrender any existing identification cards prior to a new identification card being issued.
6. For the replacement of a lost identification card, a copy of a completed Equipment Loss/Damage Report, Form 193 will be provided to the Director of Law Enforcement or his designee prior to the issuance of a replacement identification card.
7. The Director of Law Enforcement will issue the identification cards and maintain control ledgers recording the following:
 - a. identification card control number
 - b. date processed
 - c. name of employee issued the card.
8. The Director of Law Enforcement or his designee will destroy old identification cards and make the appropriate notation in the control ledgers for an identification card issued to replace a lost or stolen card.
9. Deputies (Corrections or Law Enforcement) terminating their employment will surrender their identification cards when turning in other issued equipment. The Director of the employee will ensure the identification card is forwarded to the Director of Law Enforcement or his designee for appropriate disposition.