

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 4.14b
CIVILIAN EMPLOYEE IDENTIFICATION		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: NONE		DATE OF ISSUE: 06/25/2023
ISSUING AUTHORITY: Michelle Guerette Chief of Police		EFFECTIVE DATE: 06/25/2023 REVISION DATE: 11/03/2025

BACKGROUND:

The Medfield Police Department issues identification cards to civilian employees to assure the public and other law enforcement officers that the bearer is a legitimate employee of the Department. Identification cards issued are the property of the Department and shall be surrendered immediately upon termination of employment or demand of a superior officer.

POLICY:

The Medfield Police Department will provide one identification card to every civilian employed by the Department. These cards will remain the property of the Medfield Police Department.

PROCEDURES:**Design of Identification Cards**

Every ID card will be of a standard design established the Chief of Police and will bear the following on the card:

1. Banners containing the words "Medfield Police Department" and the employees position;
2. A full face photograph of the employee;

3. An image of the Town of Medfield Seal;
4. The employee's full name;
5. The employee's title/position; and

Carrying of Identification Cards

Civilian employees shall carry their ID cards on their person in an easily accessible place at all times during work hours.

Civilian employees who are involved in any action connected to official Department business shall display their ID card upon the lawful request of a citizen or a law enforcement officer.

Law enforcement officers have been seriously injured or killed during robberies because the subjects robbing them believed that they were robbing a police officer. Because the civilian employee ID card could be mistaken for that of a police officer during a quick glance, civilian employees should not carry their ID in such a way that it is plainly visible when they retrieve cash or a credit card.

Control of Identification Cards

The Department will issue one ID card to every civilian employee of the Department at the time of the implementation of this policy. Thereafter, when a new civilian employee joins the Department an ID card will be issued to them.

Due to the likelihood that criminals may use stolen police identification to commit a crime, civilian employees shall diligently safeguard their cards so as to prevent loss or theft. Civilian employees whose lack of diligence results in the loss or theft of an ID card could face disciplinary action.

Civilian employees shall not loan or give their ID cards to any person. They shall, however, surrender the same on demand to a superior officer of the Department.

Employees shall not reproduce, photograph or post images or copies of their ID on the Internet or elsewhere.

Any civilian employee who loses his ID card, or whose ID card is stolen, shall immediately report the loss or theft to the Shift Commander, who shall;

1. File a written report concerning the loss or theft; and
2. Ensure that the card is entered as a stolen article in LEAPS and NCIC. The remarks field of the entry should contain a description of the card.

Lost or stolen cards that are recovered shall be cancelled in LEAPS and NCIC. If a replacement card has been issued, the recovered card shall be destroyed.

Upon return to work, a civilian employee whose ID card was lost or stolen shall file a full report to the Chief of Police, documenting the events surrounding the loss or theft.

Lost, damaged or stolen ID cards will be replaced by the Department.

The Department will demand the return of an ID card from a civilian employee whenever the employee:

1. Is suspended;
3. Is terminated; or
4. Resigns, transfers, or retires from the Department.

Civilian employees are responsible for applying for a new ID card whenever there is a change in the employee's name or title.