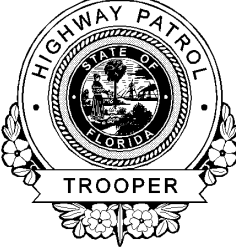


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT IDENTIFICATION CARDS	POLICY NUMBER 7.06
		ISSUE DATE 02/01/96
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		TOTAL PAGES 2

7.06.01 PURPOSE

To provide the procedure for obtaining Florida Highway Patrol identification cards.

7.06.02 POLICY

It is the policy of the Florida Highway Patrol to provide an official identification card to each sworn, non-sworn, auxiliary, reserve, and volunteer member of the agency.

7.06.03 RESPONSIBILITIES

Florida Highway Patrol Training Academy shall:

- A. Maintain an area for consistent identification card photographs to be taken.
- B. Distribute original and updated identification cards.
- C. Maintain a photograph file on each member/employee.

7.06.04 PROCEDURES

Identification cards are the property of the Florida Highway Patrol.

- A. All Florida Highway Patrol sworn, non-sworn, auxiliary, reserve, OPS, and volunteer members will be issued a photograph identification card.
- B. Identification cards for all sworn, non-sworn, auxiliary, reserve, OPS and volunteer members shall include, at a minimum; the employee's name and photograph.
- C. All photographs will be of a professional nature and taken in the Class A uniform without the hat. Civilian employees will wear appropriate attire.
- D. The original identification card will be issued upon graduation from the Florida Highway Patrol Training Academy or when official employee, reserve, or auxiliary status is conferred.

- E. In the event of promotion, a new identification card from the Florida Highway Patrol Academy shall be issued to the member, showing his/her promotional status.
- F. Upon the resignation or termination of an employee, his/her identification card will be relinquished to a supervisor. The card will be shredded at the local troop. Notification will be sent via email to the FHP Training Academy's Chief Training Officer.
- G. If an employee's identification card is lost or stolen, the employee shall:
 - 1. Immediately notify and explain, in writing, the detail of events that led up to the status of the employee's identification card to his/her supervisor.
 - 2. Be issued a replacement identification card from the Florida Highway Patrol Training Academy.
- H. Non-sworn and volunteer members shall carry their identification cards at all times while working and shall present the card to any person requesting to see the card or requesting the name of employee.
- I. Sworn, auxiliary, and reserve members will carry their identification cards (and badge when carrying a weapon) on their person at all times, except when impractical or dangerous to their safety or to an investigation. They will furnish their name and identification number to any person requesting that information, when they are on-duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.
- J. Sworn, non-sworn, auxiliary, reserve, and volunteer members will make every effort to ensure the security and safekeeping of the identification card and badge at all times.
- K. Sworn and non-sworn members who retire from the Florida Highway Patrol may be presented an identification card clearly marked "RETIRED." Such identification card shall reflect the rank or position title held by the employee at the time of their retirement unless the sworn member is eligible for the retirement award in accordance with FHP Policy 6.01.
- L. Separated members with an aggregate of 10 years or more as a law enforcement officer with final service being from the Florida Highway Patrol, who meet the criteria of the Federal Law Enforcement Officers Safety Act, and participate in firearms qualifications in accordance with FHP Policy 10.06, may be issued an identification card clearly marked "SEPARATED".