

 <hr/> Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3020
	Section: Administration			
	Directive: Badges			
	Policy Owner: Director, Administrative Support Services Group			

Only badges issued by the Office of Mental Health (OMH) may be worn on OMH uniforms or carried by Safety Officers. Officers will not be allowed to purchase their own badges to be used for identification purposes.

Badge sets will be issued by OMH Central Office on an individual's appointment as an officer. Spare sets of badges can be maintained by facility Safety departments to roll over to new hires when applicable. Badge number transfers will be reported to the Administrative Support Services Group (ASSG) for centralized badge accountability.

Badges shall be numbered, and every Officer, Sergeant, and Chief shall have an individual and unique numbered set of badges recorded on a facility Safety staff listing submitted to ASSG semiannually or upon hiring or removal of staff or as requested by Central Office.

Badges of appropriate rank shall be worn or carried. Badges can be worn with a badge holder at the discretion of the facility. Badges may be worn with a badge holder on the uniform shirt to facilitate the wearing of ribbons as may be directed by facility policy. If a badge holder is utilized, it should contain the Officer's name plate.

Badges shall be worn so that the outermost garment shall have a badge affixed with the second badge either being on the shirt or on the sweater (if one is worn).

A standard patch badge may be applied to the exterior of an outer wear ballistic vest carrier in lieu of the issued metal badge; however, the Officer must still wear the numbered shield on the uniform shirt or must carry the numbered shield in a wallet along with Peace Officer credentials. These patch badges may be obtained through ASSG.

Badge Return:

Officers must return all badges and identification cards upon leaving employment with OMH. ***Badges of these officers will be returned to the facility Chief Safety Officer/Designee.*** The facility Chief/Designee will update ASSG of the staffing changes and hold on to the badge set for re-issue to replacement hire. If badges are not returned when an Officer leaves employment, the final paycheck will be held up until return is accomplished. If Officer fails to turn in badges the local Police Department will be notified, and legal action may be taken.

Badge Return for Officers Transferring to Another OMH Facility:

Officers transferring to another OMH facility will be allowed to maintain their current badge number and ID Card. The Chief/Designee of the facility the officer is leaving shall notify Central Office of the transfer of the officer and that they are maintaining their badge number at their new facility. The Chief/Designee of the facility the officer is transferring to shall notify Central Office of the new officer and their corresponding badge number.

Spare Badge Sets Managed by Facilities:

Facility Safety Departments shall maintain spare sets of OMH badges at the facilities to accommodate staffing shifts and changes. When hiring a new officer, the Chief/Designee shall use their badge sets from former staff who have left. If new badge sets are needed for replacement ASSG will supply them.

Badge Return for Officers Out on Extended Leaves:

Any Officer who goes out on an extended leave for any reason (i.e., sick leave, military, OIL, educational, or as a result of disciplinary action) shall turn in the badges and official Identification Card issued to them. The badges will be returned to the Chief Safety Officer or their designee. These will be held and returned to the Officer on their return to duty status. For the purpose of this policy, an extended leave is for any period 30 days or more in expected duration.

Lost, Missing or Stolen Badges:

Any Officer losing an OMH badge will notify the Safety Department, their supervisor, and the Chief Safety Officer immediately upon learning of the loss. The Officer losing the badge will also notify the local Police Department of the loss and the badge number so that this information can be entered into the Statewide Police Information System. The Officer losing the badge will complete a form 254 ADM and will supply a written report on a form 250 ADM as soon as possible. Copies of the 254 and 250 ADM will be forwarded to ASSG. Any Officer that loses a badge may be charged a replacement fee for the badge.

Broken and/or Damaged Badges:

Officers with broken or damaged badges will request replacements from their Chief/Designee. The Chief/Designee will return the broken/damaged badge to ASSG and request a replacement. Depending on the individual situation, ASSG staff will then determine if the badge will be replaced, or a new set will be issued.

Mourning Band Placement on Badges – See 3000 Policy Sec. A-3019 – Uniform Regulations.

Use of Badges Off Duty - Prohibited:

When off duty, officers will not display badges for the expectation of special treatment or benefits as a result of their Peace Officer Status. If an Officer carries a wallet badge while off-duty, the badge must also be accompanied by the Officers Peace Officer Identification Card.