



CARRYING OF CREDENTIALS & IDENTIFICATIONS

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I. POLICY

All personnel will carry their State/Division credentials while on duty and while off duty when armed or operating a department vehicle, unless exempted by the director. Credentials will be displayed upon request.

1. Employees of the Division will identify themselves to any citizen requesting such identification, by supplying their full name and identification number (except where providing such information would compromise an undercover investigation).
2. All employees will display their employee identification badge when they arrive for work, and keep it in their possession at all times. If the identification badge is lost, contact the Comptroller's personnel office immediately.
3. When an employee leaves this Division, credentials/identification badges are to be returned to their immediate supervisor.

II. CANCELLATION: None.

J. A. Kelly

Jeffrey A. Kelly, Director