

## Department Badges

### 1020.1 PURPOSE AND SCOPE

The California Department of State Hospitals (DSH) and the Office of Protective Services (OPS) badge and uniform patch as well as the likeness of these items and the name of DSH are property of DSH and their use shall be restricted as set forth in this policy.

### 1020.2 POLICY

The uniform badge shall be issued to authorized DSH employees as a symbol of authority and the use and display of OPS badges shall be in strict compliance with this policy. Only authorized badges issued by DSH shall be displayed, carried or worn by employees while on duty or otherwise acting in an official or authorized capacity.

#### 1020.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Law Enforcement (CLE) may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of DSH policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within DSH with the written approval of the CLE.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property policy..
- (c) An honorably retired officer may keep his/her flat badge upon retirement.
- (d) The purchase, carrying or display of a flat badge is not authorized for non-sworn employees unless approved by DSH.

#### 1020.2.2 CIVILIAN NON-SWORN EMPLOYEES

Badges and DSH identification cards issued to non-sworn employees shall be clearly marked to reflect the position of the assigned employee (e.g. Hospital Administrators).

(a) Non-sworn employees shall not display any OPS badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

#### 1020.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia.

#### **1020.3 UNAUTHORIZED USE**

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

OPS badges are issued to all sworn employees and Hospital Administrators for official use only. The OPS badge, shoulder patch or the likeness thereof, or OPS name, shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and OPS name for all material (printed matter, products or other items) developed for OPS use shall be subject to approval by the CLE. Employees shall not loan his/her OPS badge or DSH/OPS identification card(s) to others and shall not permit the badge or identification card(s) to be reproduced or duplicated.

*Department Badges*

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**1020.4 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the OPS badge shall not be used without the expressed authorization of the CLE and shall be subject to the following:

- (a) The employee associations may use the likeness of the OPS badge for merchandise and official association business provided they are used in a clear representation of the association and not DSH. The following modifications shall be included:
  - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
  - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the OPS badge for endorsement of political candidates shall not be used without the expressed approval of the CLE.