
Badges, Patches and Identification

1316.1 PURPOSE AND SCOPE

The Montgomery County Sheriff's Office (MCSO) badge, patch and identification card, as well as the likeness of these items and the name of the Office, are property of the Office. Their use shall be restricted as set forth in this policy.

1316.2 POLICY

Members of the Office will use the MCSO badge, patch and identification card, as well as the likeness of these items, appropriately and professionally.

1316.3 UNAUTHORIZED USE

The MCSO badge, patch and identification card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Office members shall not:

- (a) Display, use or allow the use or display the MCSO badge, patch or identification card for personal gain or benefit.
- (b) Loan the MCSO badge, patch or identification card to others and shall not permit these items to be reproduced, duplicated or display.
- (c) Use images of the MCSO badge, patch or identification card, or the likeness thereof, or the Montgomery County Sheriff's Office name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs or social networking or websites.

1316.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD

Office members shall promptly notify their supervisors whenever their MCSO badges, patches or identification cards are lost, damaged or are otherwise removed from their control.

1316.4 BADGES

The Sheriff shall determine the form of badges authorized for use by office members. No other badges may be used, carried, worn or displayed.

Only badges issued by this office are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1316.4.1 RETIREE BADGES

Upon request, retiring members shall receive at no cost the badge worn or carried by the member.

1316.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the MCSO badge shall not be used for any purpose without the express authorization of the Sheriff.

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1316.5 IDENTIFICATION CARDS

All members will be issued an official MCSO identification card bearing the member's name, full-face photograph, the member's signature and the signature of the Sheriff or the official seal of the Office. All members shall be in possession of their office-issued identification cards at all times while on-duty.

- (a) Whenever on-duty or acting in an official capacity representing the Office, members shall display their office-issued identification cards in a courteous manner to any person upon request and as soon as practicable.
- (b) Deputies or other members working specialized assignments may be excused from the possession and display requirements.

1316.6 BUSINESS CARDS

The Office may supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Office and should contain identifying information including, but not limited to, the member's name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.

1316.7 PROPERTY OF THE OFFICE

Any shirt, badge, patch, card, identification, cap, jacket, business card or other similar items bearing the name of the Montgomery County Sheriff's Office, purchased by any member with personal funds understands the name of the office is proprietary and said item is the property of the Sheriff's Office. If the member separates from employment, all items must be turned in as issued property.