



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY #012**

MEMBER IDENTIFICATION

I. PURPOSE

The purpose of this policy is to establish a means of appropriately identifying Mescal-J6 Fire District Personnel when interacting with personnel from other area departments and the general public.

II. SCOPE

This policy applies to all Mescal-J6 Fire District Personnel

III. POLICY

Photo identification must be worn in plain sight, with the picture showing, at all times when officially representing the District during a non-emergency public appearance. Such instances include but may not be limited to the following:

- Public safety presentations
- Parades
- Any other occasion where personnel would expect to encounter the public

Photo identification does not have to be worn on emergency calls; however, personnel must have the photo identification on their person and available for presentation at any time. This identification becomes extremely important for entry into any disaster or mass casualty incident during which a permit system has been implemented.

IV. PROCEDURES

Obtaining a photo identification card.

- ID cards are issued by Mescal-J6 Fire District Fire Chief or Captain
- ID cards must be issued in person by the Fire Chief or Captain.
- Once the initial ID card is made, subsequent changes to the card can be made by e-mail or phone and arrangements to pick up the card can be made at that time.
- All photo identification cards issued remain property of Mescal-J6 Fire District.
- At no time will inactive personnel be permitted to be in possession of photo identification card.
- At the time of separation (resignation, retirement, or involuntary termination), the photo identification must be surrendered to an Officer of the Department.



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- At minimum, the photo identification cards will contain the following information on the front of the card:
 - Current picture of the personnel
 - No hats or head gear
 - Personnel's full name
 - Rank/Title
 - Employee ID number
- Photo identification cards will be immediately updated to reflect changes in personnel status, rank/title, name, etc.
- Personnel must report lost or stolen photo identification to the Officer in Charge, supervisor or manager immediately.
- Individuals who consistently do not wear their ID badge or refuse to wear their ID badge are subject to disciplinary action.
- Identification cards are provided free for all eligible personnel. Subsequent cards issued for advancements, title changes and any other information changes will also be provided for free. Lost or stolen cards will be replaced as follows.
 - A. If card is lost or stolen there is a \$20 fee.
 - B. Replacement cards must be authorized by the Fire Chief.

Approved by the Mescal-J6 Fire District Governing Board on January 31st, 2018