

Truro Police Department

EMPLOYEE IDENTIFICATION

Policy Number: ADM-3.10
REFERENCE:

Effective Date: March 4, 2008
Revised Date: May 24, 2011

Accreditation Standards: 22.2.7
Mass. Gen. Law Chap. 41-98D
Other: Statewide Police ID Initiative

I. GENERAL CONSIDERATIONS AND GUIDELINES

Official identification cards are issued to all Truro Police Department Civilian Employees in order to authenticate and validate our personnel identity and position to other law enforcement, governmental agencies and citizens.

State issued identification cards are issued to all Truro Police Officers in order to authenticate and validate our personnel identity, rank and position to other law enforcement, governmental agencies and citizens.

II. POLICY

- A. The Administrative Assistant shall issue two official identification cards to each civilian employee. Said card shall specify:
 - a. Name
 - b. Rank
 - c. Date of Birth
 - d. Employee ID Number
 - e. Signature of the Chief of Police
 - f. Expiration of the ID
 - g. Photographic likeness of the employee

- B. All Truro Police Civilian Employees will carry their identifications at all times while on duty, and encouraged to carry them off duty.

- C. The Commonwealth of Massachusetts shall issue one official police identification. The Administrative Assistant will coordinate with the

Statewide Police ID Initiative to accomplish this duty. Said card shall specify:

- a. Name
 - b. Rank
 - c. ID Number
 - d. Signature of the Chief of Police
 - e. Expiration of the ID
 - f. Photographic likeness of the employee
- D. Requests from Citizens to see an ID shall be complied with as specified in MGL 41 Sec 98D.
- E. All Truro Police Civilian Employees will carry their identifications at all times while on duty, and encouraged to carry them off duty.