

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
ADMINISTRATIVE MANUAL**

TO: ALL STAFF

BULLETIN #: 736

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REPLACES: 1/13/2009

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**SUBJECT: PEACE OFFICER BADGES**

**POLICY**

All employees in the Probation Officer series shall be issued, at the Department's expense, a wallet badge and field badge with holders identifying the bearer as a Probation Officer representing San Joaquin County. Juvenile Detention Facility Supervisors will be issued a field badge identifying the bearer as a Facility Supervisor.

**PROCEDURES**

A. Badge Issuance

1. Each badge number shall be unique and shall be permanently assigned to only one person.
2. Once a badge number is assigned, it shall never be reassigned.
3. Each officer will sign a receipt for the badge(s) in their possession and acknowledge their duties and responsibilities as a peace officer.
4. The records for this policy and procedure shall be maintained by the Office Secretary of the AB109/Administrative Division.
5. The purpose of this policy is to ensure accountability and responsibility in the Department's exposure with the community and related agencies.

B. Displaying Badges

1. Department-issued badges must be worn while on duty and may be carried concealed or in a wallet while off duty. A probation officer may not display his or her badge while off duty except to identify himself or herself to other law enforcement officers or agencies.

C. Reporting Lost & Stolen Badges

1. Peace officers are to report loss of badges by memo through the chain of command, to the appropriate Assistant Deputy Chief Probation Officer by the end of the workday following discovery of the loss.

2. The theft or loss of a department-issued badge also must be reported by the officer to the law enforcement agency having jurisdiction immediately after discovery of the loss.
3. Failure to comply with this policy may result in disciplinary action.

D. Separation from Employment

1. Upon an employee's separation from employment for any reason, all badges must be turned in to the employee's supervisor, who will submit the badge to the Office Secretary of the AB109/Administrative Division.
2. Upon retirement, the officer will be provided a retirement badge in a wallet at Department expense.