

## CITY OF BERWYN IDENTIFICATION POLICY

This policy has been established to ensure that the public can identify employees of the City of Berwyn and their representative department. The ability to identify employees of the City of Berwyn will facilitate public confidence and create accountability for employee actions.

The City shall issue official identification to all full and some part time employees as well as any volunteers deemed necessary. The identification shall have at a minimum the employee or volunteer's photograph, name and department contact telephone number for verification of their affiliation as a representative of the City of Berwyn. All employees shall be in possession of their department issued identification card at all times while on duty. If the employee is a sworn law enforcement officer then they must be in possession of their identification card when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the City of Berwyn, employees shall display their issued identification in a courteous manner to any person upon request. Employees have the discretion to delay the presentation of identification if doing so could compromise the safety of the employee or citizens. However, the employee should present the identification as soon as practical. Employees will not display their identification card on an outer garment while off duty or engaged in non duty activity
- (b) Sworn law enforcement officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.
- (c) Upon ending employment or volunteer work for the City all identification cards shall be returned to the Police Department's Information Services Unit. Exceptions may be made by the Mayor or his / her designee for display in retirement type plaques.
- (d) At the discretion of the Chief of Police, sworn full time officers that retire may be issued identification that indicates they are a retired member of the Berwyn Police Department and when approved by the Chief of Police, HR218 rights may be affixed to the retired officer's identification.
- (e) Identification cards should be updated when necessary due to changes in title, rank, department, name or appearance. Identification cards shall be updated with a new photograph every five years from date of hire. Photos will remain on file for the duration of the employee's employment and a minimum of three years after the employee's separation. All photos will be for official use only.
- (f) No identification card shall be issued without the signed authorization of the employee's department head or their designated appointee
- (g) Employees needing a replacement identification card due to loss will incur a cost of \$25.00. Prior to replacement of the lost card an official Berwyn Police Report must be made for documentation purposes. A second loss of an identification card will incur a cost of \$50.00 while a third and any subsequent loss will incur a cost of \$200.00.
- (h) Misuse of the identification card may constitute grounds for termination of employment.