

## Department Badges

### 1026.1 PURPOSE AND SCOPE

A Colorado State University Police Department badge and uniform patch as well as the likeness of these items and the name of the Colorado State University Police Department are property of the Department and their use shall be restricted as set forth in this policy.

### 1026.2 POLICY

The uniform badge shall be issued to Department members as a symbol of authority. The use and display of Department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

#### 1026.2.1 FLAT BADGE

Certified officers, with the written approval of the Chief of Police or the authorized designee, may be issued, or may purchase at their own expense a flat badge that can be carried in a wallet. The use of the flat badge is subject to all the same provisions of Department policy as the uniform badge.

- A. Should the flat badge become lost, damaged or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- B. An honorably retired officer may keep his/her flat badge upon retirement.
- C. The purchase, carrying or display of a flat badge is not authorized for civilian personnel.

#### 1026.2.2 CIVILIAN PERSONNEL

Department identification cards issued to civilian personnel shall be clearly marked to reflect the position of the assigned employee (e.g. dispatcher).

#### 1026.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement, employees may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

### 1026.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all certified employees for official use only. The Department badge, shoulder patch or the likeness thereof, or the Department name shall not be used for

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personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as electronic mail or websites and web pages.

The use of the badge, uniform patch and Department name for all material (e.g., printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police or the authorized designee.

Employees shall not loan the badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.