

## **Badges, Patches and Identification**

### **1027.1 PURPOSE AND SCOPE**

The University of Maryland, Baltimore Police Department (UMBPD) badge, patch and identification card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

### **1027.2 POLICY**

Members of the Department will use the UMBPD badge, patch and identification card, as well as the likeness of these items, appropriately and professionally.

### **1027.3 UNAUTHORIZED USE**

The UMBPD badge, patch and identification card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

- (a) Display or use the UMBPD badge, patch or identification card for personal gain or benefit.
- (b) Loan the UMBPD badge, patch or identification card to others and shall not permit these items to be reproduced or duplicated.
- (c) Use images of the UMBPD badge, patch or identification card, or the likeness thereof, or the University of Maryland, Baltimore Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, or social networking or websites.

#### **1027.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD**

Department members shall promptly notify their supervisors whenever their UMBPD badges, patches, or identification cards are lost, damaged or are otherwise removed from their control.

### **1027.4 BADGES**

The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

#### **1027.4.1 RETIREE BADGES**

The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

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### 1027.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the UMBPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

- (a) An authorized employee group may use the likeness of the UMBPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the University of Maryland, Baltimore Police Department. The following modification shall be included:
  1. Any text identifying the University of Maryland, Baltimore Police Department is replaced with the name of the employee group.
  2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

### 1027.5 IDENTIFICATION CARDS

Sworn members (i.e. police officers) will be issued an official UMBPD identification card bearing the member's name, full-face photograph, member identification number, the official seal of the Department, and the signature of the Chief of Police. Non-sworn members (i.e., Security Officers, administrative staff, etc.) will be issued a UMB-One Card bearing the member's name, full-face photograph and official seal of the UMB. All sworn members shall be in possession of their UMB department-issued identification cards at all times while on-duty or in department facilities, unless performing covert/undercover operations and approved by their supervisor; non-sworn members should possess their UMB-One Cards for identification purposes and access/entry into designated buildings/facilities.

- (a) Whenever on-duty or acting in an official capacity representing the Department, sworn members shall display their department-issued identification cards, while non-sworn members shall display their UMB-One cards in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Bureau Commanders.

### 1027.6 IDENTIFICATION REQUIREMENTS DURING A TRAFFIC STOP

At the commencement of a traffic stop or other stop, absent exigent circumstances, a UMBPD police officer shall:

- a. Display proper identification to the stopped individual.
  1. If the officer is wearing the UMBPD uniform, the uniform shall display the officer's name, badge number and UMBPD police patch.
  2. If the officer is not wearing the UMBPD uniform (plainclothes), he/she shall display his/her identification card (which shall indicate name, rank and agency) and issued badge.
- b. Any time an officer stops a vehicle, whether in uniform or not (plainclothes), he/she shall verbally inform the stopped individual his/her name, badge number, the name of the agency, and the reason for the traffic stop or other stop.

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### **1027.7 BUSINESS CARDS**

The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card, as designated by the Chief of Police or authorized designee. The only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member's name, rank and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.