


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"BADGES AND IDENTIFICATION CARDS"</b>	<b>ORDER NUMBER:</b> <b>31-06</b>
		<b>PLEAC STANDARD:</b> <b>NONE</b>	<b>PAGE 1 OF 2</b>
<b>RE-ISSUE DATE:</b> <b>10/1/2018</b>	<b>EFFECTIVE DATE:</b> <b>9/15/2008</b>	<b>ANNUAL REVIEW DATE:</b> <b>APRIL</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>NONE</b>

**1.0 POLICY/PURPOSE**

- 1.1 Every member of the Bureau of Police shall possess a badge and an Identification Card issued by the Bureau of Police.
- 1.2 All members shall have on their person, at all times, their badge and Identification Card.
- 1.3 No member or employee shall allow any other person to use his/her badge, Identification Card, or other means of personal identification.

**2.0 BADGES**

- 2.1 All badges shall be issued by the Deputy Chief.
- 2.2 Whenever any member retires, resigns, is dismissed, or leaves the Bureau of Police for any reason, his/her badge(s) shall be returned to the Deputy Chief. Upon request, members retiring, whether it be regular retirement or disability retirement, will be issued a retired badge of the appropriate rank.
- 2.3 Badge numbers of retired members will be permanently removed from the badge roster of active members and will be maintained on a list of retired members.
- 2.4 Whenever a badge is lost or stolen, the officer shall report such fact to his/her Assistant Chief, through the chain of command, immediately, and in writing, on PBP Form #3.0, "Investigative Report" and PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim."
  - 2.4.1 A copy of these reports shall be sent to the Intelligence Unit.
- 2.5 The member shall then appear at the office of the Deputy Chief with copies of his/her PBP Form #3.0, "Investigative Report" and approved PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim". At this time, a temporary badge will be issued to the member until a replacement badge can be obtained.
- 2.6 Officers shall be required to pay the replacement cost for a new badge when the original is lost or stolen due to negligence. Determination of negligence shall be made by the member's Assistant Chief.
- 2.7 Whenever any member's badge is in need of repair, the member shall complete a PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim" and submit it for approval to his/her Assistant Chief.
- 2.8 The member shall then appear at the office of the Deputy Chief with the damaged badge and a copy of his/her approved PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim". At this time, a temporary badge will be issued to the member until the necessary repairs can be obtained.

**3.0 IDENTIFICATION CARDS**

- 3.1 All Identification Cards will be issued by Computer Operations.
- 3.2 Identification Cards shall be valid for a period of five (5) years from the date of issue.

- 3.3 It shall be the responsibility of the member to notify Computer Operations prior to the expiration date on his or her Identification Card so a new card can be made.
- 3.4 Any member whose Identification Card has been lost or stolen must immediately notify Computer Operations via email [REDACTED].
- 3.5 In addition, whenever an Identification Card is lost or stolen, the officer shall report such fact to his/her Assistant Chief, through the chain of command immediately, and in writing, on PBP Form #3.0, "Investigative Report" and PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim."
- 3.5.1 A copy of these reports shall be sent to the Intelligence Unit.
- 3.6 After approval by the member's Assistant Chief, the Assistant Chief shall ensure a copy of each report is sent to the Commander in charge of Computer Operations.
- 3.7 Members shall be required to pay the replacement cost for a new Identification Card when the original is lost or stolen due to negligence. Determination of negligence shall be made by the member's Assistant Chief.
- 3.8 When any member retires, resigns, is dismissed, or leaves the Bureau of Police for any reason, his/her Identification Card shall be surrendered to Personnel and Finance. Personnel and Finance will ensure the Identification Card is placed in the member's personnel file.

**4.0 ACCESS TO POLICE HEADQUARTERS BUILDING**

- 4.1 The Identification Card will also be the door access card for those members assigned to the Police Headquarters building.
- 4.1.1 Card access to the Police Headquarters building will be based on the member's assignment and approval by the Chief or his/her designee.
- 4.2 Members assigned to a rotation in any unit located in the Police Headquarters building will be given temporary access to the building while they are assigned to the respective unit.
- 4.2.1 The unit supervisor should notify the Lieutenant of Major Crimes in order to activate or deactivate a member's Identification Card.

Approved by:



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Thomas Stangrecki  
Acting Chief of Police