

## Badges, Patches and Identification

### 1025.1 PURPOSE AND SCOPE

The St. Mary's County Sheriff's Office (SMCSO) badge, patch and identification card, as well as the likeness of these items and the name of the Office, are property of the Office. Their use shall be restricted as set forth in this policy. Badges and patches are trademarked.

For procedures related to Badges, Patches and Identification, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Trademarks](#).

See attachments: [Trademark Permission Request Form](#) and [License Agreement](#)

### 1025.2 POLICY

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

### 1025.3 UNAUTHORIZED USE

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

Office members shall not:

- (a) Display or use the SMCSO badge, patch or identification card for personal gain or benefit.
- (b) Loan the SMCSO badge, patch or identification card to others and shall not permit these items to be reproduced or duplicated.
- (c) Use images of the SMCSO badge, patch or identification card, or the likeness thereof, or the St. Mary's County Sheriff's Office 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.

#### 1025.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD

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

### 1025.4 BADGES

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

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

Members, with the written approval of the Sheriff, may purchase at their own expense an additional badge or flat badge that can be carried.

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### 1025.4.1 RETIREE BADGES

The uniformed personnel of the Office of the Sheriff shall be provided a Retired Badge upon their retirement, displaying their retirement rank.

### 1025.5 IDENTIFICATION CARDS

All members will be issued an official SMCSO identification card bearing the member's name, full-face photograph, member identification number, the signature of the Sheriff and the official seal of the Office. All members shall be in possession of their office-issued identification cards at all times, unless it compromises undercover operatives.

- (a) Whenever on-duty or acting in an official capacity representing the Office, members shall display their office-issued identification cards in a courteous manner to any person upon request and as soon as practicable.
- (b) Deputies or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.