

OFFICE OF OPERATIONS

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NOTICE NO. 14

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PLANNING AND RESEARCH  
DIVISION

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: CARRYING AND DISPLAY OF EMPLOYEE IDENTIFICATION  
CARDS

EFFECTIVE: Immediately

PURPOSE

This Notice reminds Office of Operations (O.O.) personnel of the requirement to possess employee identification (I.D.) cards while working in an official capacity, and to clarify when it is appropriate to display the I.D. cards.

INFORMATION

The O.O. has received information that Department personnel reporting to court at the Criminal Courts Building are not complying with the requirement to provide their Department I.D. cards to security personnel when requested to do so. As a result, court security concerns have been brought to the attention of the Department by security personnel of the Criminal Courts Building.

The authority given to the Los Angeles County Sheriff's Department (LASD) and civilian security personnel to police the courthouse is granted by court order of the Presiding Judge of the Superior Court. It is the duty of security personnel to ensure that weapons are not brought into the courthouse by non-authorized individuals. In so doing, it is the policy of the LASD and civilian security personnel to verify the I.D. of police officers entering the courthouse, whether they are in or out of uniform. The Department Manual (Section 3/614.80) requires that "officers in uniform shall have in their possession the I.D. card currently issued to them." Furthermore, the Manual delineates specific circumstances where Department personnel shall display

employee I.D., e.g., upon request at the jail, and to obtain Department records. In addition, personnel wearing plain clothes who are either on or off-duty, are required to display their I.D. at all times while in Department facilities.

All personnel should be cognizant of the fact that it is the employee I.D. card that validates the status of an individual as an official law enforcement officer. In addition, given community concerns regarding individuals who impersonate police officers, it would be reasonable and prudent to present to any person wishing to verify an employee's identity, the employee I.D. card.

Department personnel must always use good judgement when interacting with outside agencies and community members. Cases of mistaken identity must be eliminated to avoid any recurrences of prior tragic incidents and the degradation of the reputation of the Department.

PROCEDURE

Effective immediately, when requested to do so by security and LASD personnel at any court facility, Department personnel shall present their employee I.D. cards to verify their status as an official law enforcement officer. Uniformed personnel are not exempted from this mandate. In addition, all personnel are advised to adhere to Department policy concerning the possessing and displaying of the employee I.D. card.

  
BAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

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