



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.9	
Subject: Department Identification System	Executed:	January 1, 2006
	Revised:	February 1, 2011 November 14, 2016
Approved:  Scott Cullers, Fire Chief	Approved:  Allen W. Baldwin, Fire Chief	

PURPOSE

To outline personnel responsibilities to properly identify themselves through a standard department identification system.

PROCEDURE

The purpose of the Department identification system is to provide proof of affiliation with the Department during emergency and non-emergency events. Identification **cards** will be issued to all active Department Personnel and shall be made visible at all times when conducting Department business. Identification **cards** will display a current picture of the individual, first name and last name initial, Department Rank, EMS Certification Level, Department ID Number, and Station Name. The purpose of the identification cards is to:

- Provide visible identification for department personnel when in or outside of the station
- Provide safety and security on station premises in a cooperative effort with the Department Security Procedures
- Provide public awareness
- Provide identification and affiliation to internal and external personnel citizens
- Provide security and accountability during incidents

GUIDELINES

1. Volunteer Station Chief's are responsible for obtaining information for existing members and new members of their respective stations.

2. Probationary and administrative personnel will receive one (1) card. Probationary members that become operational will need to report to the administrative office to get updated badges.
3. Operational personnel will be issued two (2) identification cards with clips and one (1) identification card.
4. Personnel are responsible for the security of their identification cards at all times.
5. One identification card with clip will be displayed on personnel while on duty at all times when representing the Department. The identification card will be visible from the front of each individual in the area between the belt line and the neck. The identification card is to be visible to people that you approach and people that approach you. Exception to this will be if the individuals rank and last name are identified on their upper garment. At a minimum, one identification card shall be carried on person at all times whether in a pocket or wallet.
6. One identification card with clip will be placed within the inside liner pocket of the issued turn-out coat (PPE). This will be used as additional identification on the incident scene. Depending on the type of incident, the Incident Commander may require the identification badge of all department personnel to be displayed external to personal protective equipment during an incident. This action will be communicated through an announcement to all personnel during an incident – “Identification Badge Display Required” and by personal communications.
7. One identification card will be issued to the individual to be carried in their wallet/purse or other suitable location.
8. Personnel who discontinue active membership and/or are no longer employees of the Department will be required to return all three identification card. The volunteer chiefs will be responsible for securing and returning identification card of members of their respective stations.
9. Identification cards that are lost/stolen shall be reported immediately, upon discovery, to any Department Officer.
10. If an employee reports to work without their identification, they are to report to the Fire Administration office to obtain a temporary replacement.
11. Identification card issued to employees and/or members will be subject to routine inspections and inventory.
12. From time to time pictures on identification cards may be updated.