



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: NOVEMBER 9, 2020	CHAPTER: 4 - Field Operations	PAGE: 1 of 1	NUMBER: 4.06.05
SUBJECT: MEMBER IDENTIFICATION CARDS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To ensure all members of the Cleveland Division of Police maintain a current photo identification card.

POLICY: *It is the policy of the Cleveland Division of Police* to issue each member a photo identification card as standard equipment and provide a schedule for replacement.

PROCEDURES:

I. Issuing and Replacing Identification Cards

- A. All newly hired or promoted members shall have their photo taken at the Photography Unit and receive an identification card immediately upon hire or promotion.
- B. Supervisors shall inspect the identification cards of members in their unit twice a year.
 - 1. Identification cards are valid for five years.
 - 2. Members with expired cards shall report to the Photography Unit for a replacement.
- C. No overtime shall accrue as a result of receiving a new or replacement identification card.

II. Wearing Identification Cards

- A. Officers shall display their identification card on the outermost garment when not in uniform in a Division building or the Justice Center.
- B. Civilian members shall display their identification card on the outermost garment when in a Division building.

III. Lost, Damaged, or Stolen Identification Cards

- A. Identification cards are City Property, and members shall follow the procedures in General Police Order 6.04.03, City Property - Lost, Stolen, or Damaged as appropriate.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.

CDW/jeh/lms
Policy Unit