

Metal Badges

Effective Date:	7/10/25
Revised Date:	7/10/25
Issuing Authority: Chief Probation Officer	

213.1 PURPOSE:

To provide guidelines for the issuance, use, replacement, etc., of department-issued badges for active and retired officers.

213.2 DEFINITIONS:

Badge Clip: A leather and metal badge-shaped clip enabling the metal badge to be worn on an officer's belt using the attached clasp.

Flat Badge: A gold-colored metal badge without a clasp which contains the phrase "San Bernardino County Probation," the officer's title/rank, and assigned badge number. It shall be mounted and encased in a black bi-fold wallet with a sleeve to place the department-issued identification card.

Embroidered Badge: A gold-colored thread embroidered in the shape of a badge onto a duty shirt, tactical vest, jacket, or other clothing item issued by the department as described in the Duty Dress Standards, Uniform Requirements, and Grooming procedure.

Metal Badge: A gold-colored metal badge with a pin clasp which contains the phrase "San Bernardino County Probation," the officer's title/rank, and assigned badge number. This badge is to be worn on the belt with the approved badge clip or on the breast when in Class A attire pursuant to the Duty Dress Standards, Uniform Requirements, and Grooming procedure.

Retirement Badge: A gold-colored metal flat badge which contains the phrase "San Bernardino County Probation," the officer's title/rank at the time of retirement, and "Retired." It shall be mounted and encased in a black bi-fold wallet with a sleeve to place the department-issued retirement identification card.

213.3 GUIDELINES:

- A. Officers (active and retired) shall be held financially responsible for the cost of badge replacement and associated items when the department determines the loss or theft of the badge was caused by the officer's dishonest, willful act, or gross negligence.
- B. Changes to any current badge design(s), insignias, or included data points and/or issuance of any commemorative badge design(s) must be approved by the Chief Probation Officer prior to issuance. Commemorative badges, if issued, will include directives and timelines on use and applicability.

San Bernardino County Probation Department

MANUAL

Metal Badges

- C. All badges, even those funded by a retired officer, are considered the property of the San Bernardino County Probation Department and shall be surrendered upon request. Any payment for a badge creates no property right or interest in the badge.

213.4 RESPONSIBILITIES:

I. Active Officers:

- A. All active peace officers currently employed by the Probation Department shall be issued a metal badge which shall only be used during the course of employment for identification purposes and/or to conduct official business.
- B. Any officer who uses or attempts to use any department-issued badge for personal purposes, to gain favor, influence, preference, or consideration not available to the public, etc., may be subject to discipline.
- C. Badges shall not be worn while off duty.
- D. Officers shall not wear the metal badge hanging from their neck on any type of lanyard, etc., without prior permission through their chain of command for specific activities (e.g. undercover surveillance, work with an allied agency that requires it, etc.).
- E. Officers not clearly identified with an embroidered badge and name (e.g. duty shirt, tactical vest, etc.) shall wear the metal badge visible when a firearm is visible in accordance with the Arming procedure.
- F. Officers who are on duty and working in the institutions may wear the metal badge on their belt using the issued badge clip.
- G. Shall file a report with the local law enforcement agency having jurisdiction immediately upon discovering the loss or theft of their badge and submit a copy of the police report to the immediate supervisor.
- H. Coordinate with the Department designee about repairs of damaged badges.
- I. Comply with the Equipment Responsibility procedure.
- J. Upon termination of employment and prior to completion of their last working day:
 - 1. CCB officers shall return their badge, badge clips, and associated items in person to the Department designee.
 - 2. DCB officers shall return their badge, badge clips, and associated items in person to their immediate supervisor.
- K. Shall not manufacture, reproduce, purchase, sell, loan, give, receive, keep, transfer, etc., a badge, insignia, or emblem of the Probation Department without the authorization of the Chief Probation Officer or their designee.
- L. Shall not change, deface, modify, etc., the badge, badge case, badge clip, etc., in any manner.
- M. Shall not place the badge in any other type of holder, device, etc., without prior approval by Administration.

San Bernardino County Probation Department

MANUAL

Metal Badges

- II. Supervisors (Supervising Probation Officer and Probation Correction Supervisor I/II):
 - A. As part of an officer's Work Performance Evaluation (WPE), confirm the officer is in possession of their badge and identification card.
 - B. Ensure a police report is submitted by the officer when a badge is lost or stolen.
 - C. Deliver, in person, all returned badges to the Department designee within fourteen (14) working days.
 - D. Forward police reports to the Professional Standards Unit for review.
 - E. Ensure compliance with the Equipment Responsibility procedure.
- III. Badge Custodian:
 - A. The Department designee is the designated custodian of all badges.
 - B. Upon receiving approval notice from the Professional Standards Unit, ensure a retirement badge is readily available.
 - C. Ensure the exchange of metal badges when an officer is promoted or demoted to accurately reflect their new rank.
 - D. Only exchange one badge for another badge of the same rank when exhibiting signs of significant wear and tear or damage.
 - E. Replace lost or stolen metal badges after receiving confirmation from Professional Standards.
- IV. Professional Standards Unit:
 - A. Review received police reports.
 - B. Notify the Department designee when to replace a lost badge.
 - C. Notify Fiscal Services of the presentation of a retirement badge for billing purposes.
- V. Retired Officers:
 - A. Officers who honorably retire from active service (a service retirement) through the County Retirement System and are fifty (50) years of age or older and have ten (10) years or more of qualified service credit in the Probation Department may be eligible for a retirement badge. Though an officer may be eligible, the Chief Probation Officer has discretion as to whether a retirement badge is issued.
 - B. Shall not misuse, abuse, etc., the possession of their retirement badge.
 - C. The privilege of a retirement badge may be revoked should the Department determine misuse, abuse, etc.
 - D. File a police report with the local law enforcement agency having jurisdiction immediately upon discovering the loss or theft of their badge.
 - E. Submit a copy of the police report to the Professional Standards Unit as soon as the report is available.

San Bernardino County Probation Department

MANUAL

Metal Badges

VI. Fiscal Services:

- A. Accounts Payable shall forward the bill for the cost of a retirement badge and associated items to the appropriate union for payment.
- B. Shall track the account and receipt of payment.