



California Exposition and State Fair Police Department

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DEPARTMENTAL GENERAL ORDER

ORDER № 400.500

Feb. 2019 (Revised)

08/01/2016 (New)

OFF-DUTY BADGE POLICY

400.501 PURPOSE

- A. The purpose of this general order is to provide policy guidelines for California Exposition and State Fair Police Officers regarding off-duty badges.

400.502 POLICY

- A. Point of Procurement. The Administrative Sergeant, with the approval of the Chief of Police, shall be the sole source for off-duty badges. The badges shall be ordered through the Department at the expense of the police officer making the order. Officers shall not obtain off-duty badges from any other source.

400.503 PROCEDURE

A. Off-Duty Badges (Sworn Personnel)

1. Badge Style Authorized

- a. The off-duty badge shall be a smaller flat replica of the Departmental badge issued to the requesting employee and shall be affixed in a leather identification case. If requested, the officer may add a ribbon at the bottom of the badge displaying their name.
- b. For a ranking officer, an applicable ribbon is affixed across the top two badge points descriptive or existing rank status.

B. Procurement Procedure:

1. Officers shall contact the Administrative Sergeant and, in writing, request to purchase an off-duty badge.
2. The Administrative Sergeant shall:
 - a. Submit the request to the Chief of Police.
 - b. Upon approval, contact the vendor and obtain a price quote.
 - c. Obtain a check or money order from the officer for the full purchase price and submit the check/money order to the vendor with an order for the off-duty badge and case.
 - d. Upon receipt of the off-duty badge, the Administration Sergeant shall issue the badge to the officer.