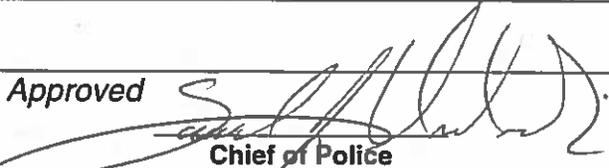


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 9, 2015		<i>Amended Date</i>		<i>Directive</i> 1.06.2	
<i>Subject</i> Peace Officer Identification Cards					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i>  None		<i>Review Date</i> January 22, 2019	
				<i>Pages</i> 1	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to regulate the issuance and carrying of Lancaster Police Department police officer identification cards.

**SECTION 2 POLICY**

It is the policy of the department that all Lancaster Police Department police officers will be issued a Peace Officer identification card which complies with the Section 614.122, Texas Government Code.

**SECTION 3 PROCEDURES**

- A. All Peace Officer identification cards will be issued by the department's Training Coordinator.
- B. All sworn personnel are required to obtain a new card with updated information upon a change in name or rank.
- C. All sworn personnel are required to carry their identification card with them at all times either on duty or off-duty.
- D. A Peace Officer whose identification card is stolen, lost or damaged will immediately notify the on-duty supervisor. A supervisor who is notified of a stolen, lost or damaged identification card will immediately notify the Division Commander. The officer will submit a memorandum to the Chief of Police, through the officer's chain of command with a summary of what happened to the card.
- E. All personnel are required to surrender their Peace Officer identification card upon resignation, retirement, termination, or administrative leave.

**F. SCOPE OF RESPONSIBILITY**

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.