
 <p style="text-align: center;"><i>University of Pittsburgh Police Department</i></p> <p style="text-align: center;">Rules & Regulations Manual</p>	Reference Number: (Chapter / Section) 2 – 5
	Issue Date: 10-29-04 Reviewed 12/2018
	Effective Date: 11-1-04
	Rescinds: All Previous
	Amends: N/A
Title: Badges and Identification Cards	 <hr/> By Order of James K. Loftus, Chief of Police

1.0 Policy

All commissioned officers and non-commissioned, uniformed personnel of the police department will be issued an identification card and badges. No member shall allow any other person to use his/her badge, identification card or other means of personal identification either during or following employment with the University.

2.0 Badges

Effective August 22, 1999, the “Cathedral” badge shall be the only badge authorized and worn by a department member. Each commissioned officer and security guard shall be issued two uniform badges and one hat badge. Communication room personnel shall be issued one uniform badge.

Badges shall be displayed at all times on the member’s outer uniform.

Whenever any member retires, resigns, is dismissed or leaves the department for any reason, his/her badge(s) shall be returned.

Whenever a badge is lost or stolen the member shall report it to his supervisor and complete an incident report. If the theft/incident occurred at a location other than the University of Pittsburgh, the member will also report the occurrence to the police department having jurisdiction.

All employees are assigned a badge/unit number. These numbers shall be used in the Automated Records Management System (ARMS), noted in reports, citations and in any department business correspondence. When a number is removed from use, for any reason, it will be retired and not used again for one year so the ARMS system is not affected.

The sequence of badge/Unit numbers is:

- 800-899: Support Staff, Communication Specialist, Dispatchers, Security Guards
- 901 and continuous: Commissioned Officers

3.0 Identification Cards

All employees of the University of Pittsburgh are required to have a University ID card issued from the ID Center. This card is the property of the University and the holder is subject to University policies and procedures.

All commissioned officers of the Police Department will receive an identification card issued by the Municipal Police Officers' Education and Training Commission (MPOETC). Each officer's photo will be added to the ID card and this will be the police department's official ID Card. The card is valid for two years, as specified by MPOETC.

Any time a member's ID card has been lost or stolen they must immediately notify his supervisor and complete an incident report so a new card may be issued.

Whenever any member retires, resigns, is dismissed or leaves the department for any reason his University ID card and MPOETC certification card shall be returned.

Any member who changes his/her name must immediately notify the Administrative Assistant so that new ID cards can be obtained.