

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-203.1

APPROVED BY: STEVE JACKSON
CHIEF PROBATION OFFICER

REPLACES: 3/22/2016

ISSUE DATE: 1/28/2019

**SUBJECT: PEACE OFFICER BADGES – JUVENILE DETENTION OFFICER
SERIES**

POLICY

Certain employees in the Juvenile Detention Officer series shall be issued, at the Department's expense, a badge and holder identifying the bearer as a peace officer representing San Joaquin County. The purpose of this policy is to ensure accountability and responsibility in the Department's exposure with the community and related agencies.

PROCEDURES

A. Badges

1. The badge will be issued to eligible employees by the Division Office Secretary, who will maintain a Badge Log.
2. The receiving employee will sign a receipt for the badge and will acknowledge the conditions under which the badge is issued (Attachment A)
3. The theft, misplacement or loss of a department-issued badge must be reported to the law enforcement agency having jurisdiction immediately after discovery of the loss.
4. The loss must also be reported to a Detention Assistant Deputy Chief Probation Officer (ADCPO) or Deputy Chief Probation Officer (DCPO) by the end of the workday following discovery of the loss.
5. Failure to comply with this policy may result in disciplinary action.
6. After the crime report has been filed and the Department has determined that the badge will not be recovered, the employee who lost the badge must pay to replace it.
7. Upon termination of employment or change of position/assignment, the Department badge must be surrendered to an ADCPO or above, who will submit the badge to the Office Secretary.

B. Permanent Badges

1. Juvenile Detention Facility Supervisors (JDFS) will be issued a numbered clip-on belt badge labeled, *Facility Supervisor*.
2. These remain the property of the Probation Department.
3. Badges will be considered part of the JDFS uniform and will be worn while on duty.
4. Badges will not be worn to training and will not be worn or kept on the employee's person when off duty.
5. Badges will be secured in a locked cabinet or drawer within the facility when not on duty.

C. Temporary Assignment Badges

1. Badges will be issued to Detention staff on assignment to Court Transportation Services.
2. These badges remain Department property and are for identification purposes only.
3. Badges will not be worn to training and will not be worn or kept on the employee's person when off duty.
4. Badges will be secured in a locked cabinet or drawer within the facility when not on duty.

SAN JOAQUIN COUNTY PROBATION DEPARTMENT
DETENTION DIVISION
ACKNOWLEDGEMENT OF RECEIPT OF BADGE

I hereby acknowledge receipt of a Probation Department issued badge. Issuance of the badge is governed by the following terms and conditions:

1. I understand that the issued badge remains the property of San Joaquin County and that I am responsible for keeping it secure and in good condition and for returning it to a Detention ADCPO or DCPO when I retire or leave a badge-issued assignment, or when so directed.
2. I understand that loss of my assigned badge is to be reported to the law enforcement agency having jurisdiction immediately after discovery of the loss and to a Detention ADCPO or DCPO by the end of the workday following discovery of the loss. After the crime report has been filed and the Department has determined that the badge will not be recovered, I am responsible for paying for its replacement.
3. I understand that this badge is to be used during the performance of my official duties only. Any misuse of the badge for any other purpose is not authorized and may be illegal, subjecting me to appropriate disciplinary actions and/or possible criminal sanctions for such unauthorized use.
4. I have read and understood San Joaquin County Probation Administrative Bulletin #736 *Peace Officer Badges* and Detention Policy #203.1, *Peace Officer Badges—Juvenile Detention Officer Series*.

I have read, understood and agreed to comply fully with the conditions and terms above.

Employee's Signature

Date of Issuance

Chief Probation Officer/Designee

Badge Number/Classification