





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 10 - Security and Control

Policy Number:	10.13
Policy Name:	Equipment Issue: Peace Officer Badges
Authority:	
Replaces:	9.24 Equipment Issue: Peace Officer Badge (08/30/2006)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	10.26 Identification Badges
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

The Juvenile Probation Department has established the requirements for the issuance of peace officer badges (star) for Juvenile Hall staff members of the department. The department issued peace officer badge is an official symbol of the Juvenile Hall staff member's status as a Peace Officer pursuant to 830.5 PC. Employee peace officer badges are the property of the Juvenile Probation Department.

## II. PROCEDURES

The Juvenile Probation Department requires the highest level of conduct by Juvenile Hall staff members issued peace officer badges (stars). Juvenile Hall staff members are responsible for the appropriate and authorized use of their department issued peace officer badge.

- A. The Chief Probation Officer administers the ordering, issuing, and record keeping of all department peace officer badges.
- B. Juvenile Hall staff members shall not purchase their own peace officer badge.
- C. While on duty, Juvenile Hall staff may wear their assigned peace officer badges affixed to their duty belts.
- D. Any employee separated for suspension, long term absence, retirement, or termination of employment shall turn in their department issued peace officer badge, keys, belt, employee I.D. badge, and any other department issued equipment to the Director of Juvenile Hall. If any department issued equipment is not returned to the Director of Juvenile Hall, the Juvenile Hall staff member's last paycheck or direct deposit will be withheld in concert with the Human Resources Division until said departmental issued items are returned.
- E. Assignment of Peace Officer Badges (Stars) and Numbers
  - i. A Juvenile Hall staff member's peace officer badge

number will remain assigned to the Juvenile Hall staff member throughout his/her employment unless administratively changed.

- ii. Requests for a retiree peace officer badge are made through the Office of the Chief Probation Officer or designee. Retired Juvenile Hall staff members who are given authorization from the Office of the Chief Probation Officer to purchase a replacement peace officer badge shall designate retired status on the peace officer badge.

F. Lost or Stolen Peace Officer Badges (Stars)

- i. All lost or stolen peace officer badges shall be immediately reported to the Officer of the Day. Stolen peace officer badges shall also be reported to the local police department and a police report shall be filed. A copy of the police report shall be submitted as soon as possible to the Director of Juvenile Hall or designee. Juvenile Hall staff shall immediately report and return any found, lost, or stolen peace officer badges to the Officer of the Day.
- ii. An incident report stating details of the circumstances shall be submitted by the employee as soon as possible and submitted to the Director of Juvenile Hall or designee.
- iii. If a peace officer badge is lost or stolen, the employee bears the responsibility for the cost of a replacement peace officer badge which remains the property of the department.
- iv. Lost, stolen, or retired peace officer badges will not have their numbers reissued. Peace officer badges (stars) shall be replaced on a case-by-case basis.