
	BRANDEIS UNIVERSITY POLICE DEPARTMENT PERSONNEL IDENTIFICATION POLICY	
Policy Number:	1.4.6	PAGE: 1 of 2
Policy Type:	GENERAL ORDER	
Issue Date: 8.20.22 Review Date: 8.20.2024 Revised: 5.18.23	Issuing Authority:  Chief Matthew T. Rushton	
Accreditation Standards (6th Edition) <ul style="list-style-type: none"> ● New 22.2.6 ● Revised ● Amended 		

I. Purpose

Confidence in police operations and employee accountability is enhanced when members of the public can positively identify Department employees. The purpose of this policy is to ensure that the public can properly identify Department members and be certain that persons claiming to be Department members are in fact so.

II. Policy

It is the policy of the Brandeis University Police Department requiring the Department to provide to all employees, including full-time, part-time and volunteer personnel, a Department-issued Identification Card and shall be on his or her person while on duty.

III. Procedure

A. Contents of ID Cards [22.2.6 (1.B)]

Department ID Cards for paid personnel will contain the following information:

- The employee's name
- A photograph of the employee
- Department contact information and seal

Department volunteers, intern are not required to be provided IDs but an ID card/badge identifying their position is sufficient.

B. Public Requests [22.2.6 (1.A)]

The Department recognizes that there may be times when a member of the public wishes to confirm the identity of a Department employee.

Department members shall give their rank (if applicable), first and last name to any person requesting such information, except where the physical safety of a member or the Department is threatened.

If a person requests to see the ID card of a Department employee, the employee will display his/her ID, except where the physical safety of a member or the Department is threatened. This does not require the employee to physically hand the ID card to the inquiring person, but they must allow the person to view it within a reasonable distance to read the listed information.

Department ID Cards are official police documents and are to be used only for police-related activities. Misuse of a Department ID Card may result in disciplinary action.

This document, issued by the Chief of Police in accordance with Massachusetts General Laws Chapter 41, Section 98D, is effective upon receipt and supersedes all previous documentation issued on the same subject. It shall be used in conjunction with all other existing orders, rules and regulations of the Department as well as state and federal law.