



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.09	DATE OF ISSUE: 5/21/2025	EFFECTIVE DATE: 5/21/2025
SUBJECT: IDENTIFICATION CARDS	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 22.2.6	___NEW __X__AMENDS ___RESCINDS	

I. PURPOSE

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

II. POLICY

It is the policy of the Acton Police Department that all employees, sworn and non-sworn, shall have a Department-issued identification card. Employees are not required to display their department identification card while performing official duties, but they will have it readily available as needed. The identification card is the property of the Department and shall be returned upon separation of service.

III. CONTENTS

Department identification cards will contain the following information: **[22.2.6(B)]**

- A. The employee's name; and
- B. A photograph of the employee; and
- C. Position within the Department

IV. PUBLIC REQUESTS

- A. The Department recognizes that there may be times when a member of the public wishes to confirm the identity of a Department employee.
- B. Department members shall verbally give their rank (if applicable), last name, and ID number to any person requesting such information, except where the physical safety of a member of the Department is threatened.

- C. If a person requests to see the identification card of a Department employee, the employee shall display his/her identification, except where the physical safety of a member of the Department is threatened. This does not require the employee to physically hand the identification card to the inquiring person, but they must allow the person to view it within a reasonable distance to read the listed information. [22.2.6(A)]
- D. Verbal identification (name, rank) is provided to callers on non-emergency lines. Verbal identification does not apply to call takers answering emergency lines, but should be provided upon request

V. UNDERCOVER OPERATIONS

Officers operating in undercover situations shall be exempt from any of the above requirements to provide their Department information or display their identification card.

VI. MISUSES OF IDENTIFICATION CARDS

Identification cards are Department documents and are to be used only for official department-related activities.

IDENTIFICATION CARDS INFORMATION

History: None