

# UW Whitewater Police



## Personnel Identification

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### I. Purpose

To provide guidelines for the issuing and carrying of identification cards.

### II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that personnel will be issued, will carry and will display appropriate identification cards as outlined by this general order. This will enhance the officer's ability to perform their duties, promote confidence in the public, and make officers more accountable for their actions.

### III. Procedure

#### A. Identification Provided:

1. Student workers are not issued any identification cards by UWWPD, but carry their student ID cards on them and wear a clearly marked uniform.
2. Student interns that may be working outside of the department are issued an identification card.
3. All other full time and limited term employees shall be issued a University photo identification card, which functions as an electronic key for the University's access control system. These ID cards are individually numbered and programmed to open certain facility doors depending on the person's position and function.
  - a. Sworn personnel are identified as police personnel on their card.
  - b. Non-sworn personnel cards are general University identification cards.
  - c. This ID is to be carried or worn at all times by sworn personnel during working hours (except by those working undercover), as well as when in the Department facility.
4. In addition, all staff that may need to respond in an emergency, including sworn and non-sworn will be issued a card through Walworth County Emergency Government that is administrated by the UW-Whitewater Emergency Manager.

B. When on duty or when representing themselves as an employee of the department while off duty, all employees shall produce their police department identification for viewing upon request.

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- C. When contacting any party by telephone for work related matters, employees shall verbally identify themselves as employees of the UWWPD. Officers are exempt from this requirement when functioning in an undercover capacity.
- D. Any lost, stolen or damaged identification cards should be reported immediately to the employee's supervisor.
- E. The Chief of Police or designee may periodically request an audit of all department identification cards. If requested, supervisors shall audit their employees to verify all required issued cards are in their possession.
- F. Upon ending employment for the Department, all cards shall be returned. Exceptions may be made by the Chief of Police or designee for display in retirement type displays.