

Policy: **Use of Department ID Cards**

Purpose: The purpose of this Guideline is to provide guidance to members concerning the use of Department identification cards. This procedure may only be modified by the Chief of the Department.

Scope: This policy applies to all members of the Department

1. After acceptance of the proposed member as a member of the department they will be directed to obtain a picture and then will be issued a department identification card.
2. The use of the department identification card is limited to department functions or when a department identification card is required.
 - The following are representative examples:
 - Entry to our fireground
 - Entry to the fireground of another department we have provided mutual aid to.
 - At accident scenes where you have been requested to respond to the scene.
 - During department functions, such as distributing flyers
 - When department identification is requested.
1. The following are examples of when the department identification card is **NOT** to be used:
 - To gain access to another departments fireground when we are not present.
 - To avoid punishment as the result of violating a law.
 - To receive special treatment of any type.
2. Failure to follow the above-described procedure will result in disciplinary action including, but not limited to, suspension from the department.
3. The department identification card remains the property of the department and upon termination of membership will be immediately returned to the department.

By the Order of: _____
Fire Chief

Date: _____