
Badges, Patches and Identification

1026.1 PURPOSE AND SCOPE

The Talbot County Sheriff's Office (TCSO) badge, patch and identification card, as well as the likeness of these items and the name of the Office, are property of the Office. Their use shall be restricted as set forth in this policy.

1026.2 POLICY

Members of the Office will use the TCSO badge, patch and identification card, as well as the likeness of these items, appropriately and professionally.

1026.3 UNAUTHORIZED USE

The TCSO badge, patch and identification card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Office members shall not:

- (a) Display or use the TCSO badge, patch or identification card for personal gain or benefit.
- (b) Loan the TCSO badge, patch or identification card to others and shall not permit these items to be reproduced or duplicated.
- (c) Use images of the TCSO badge, patch or identification card, or the likeness thereof, or the Talbot County Sheriff's Office name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, or social networking or websites.

1026.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD

Office members shall promptly notify their supervisors whenever their TCSO badges, patches, or identification cards are lost, damaged or are otherwise removed from their control.

1026.4 BADGES

The Sheriff shall determine the form of badges authorized for use by office members. No other badges may be used, carried, worn or displayed.

Only badges issued by this office are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Sheriff, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1026.4.1 RETIREE BADGES

The Sheriff may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

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1026.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the TCSO badge shall not be used for any purpose without the express authorization of the Sheriff and shall be subject to the following:

- (a) An authorized employee group may use the likeness of the TCSO badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Talbot County Sheriff's Office. The following modification shall be included:
 - 1. Any text identifying the Talbot County Sheriff's Office is replaced with the name of the employee group.
 - 2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1026.5 IDENTIFICATION CARDS

All members will be issued an official TCSO identification card bearing the member's name, full-face photograph, member identification number, the Sheriff's name and/or the official seal of the Office. All members shall be in possession of their office-issued identification cards at all times while on-duty or in office facilities.

- (a) Whenever on-duty or acting in an official capacity representing the Office, members shall display their office-issued identification cards in a courteous manner to any person upon request and as soon as practicable.
- (b) Deputies or other members working specialized assignments may be excused from the possession and display requirements when directed by their Commanders.

1026.6 BUSINESS CARDS

The Office will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Office and should contain identifying information including, but not limited to, the member's name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.