

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-17	Policy # 2.17
<input checked="" type="checkbox"/> All DJJ staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: O.C.G.A. § 49-4A-8 (i) (2) DJJ 3.12, 3.80, 8.5	
Chapter 2: Financial Services	Effective Date: 12/28/17 Scheduled Review Date: 12/28/18	
SUBJECT: ISSUANCE OF BADGES	Replaces: 9/13/16 Division of Administrative Services	
Attachments: A – Replacement Notice B – Badges Tracking Log C – Assignment of Badge Number	Approved:  _____ Avery D. Niles, Commissioner	

I. POLICY:

The Commissioner of the Department of Juvenile Justice may issue badges to employees in order to carry out the business of the agency and the Commissioner. Employees shall not wear any badge/insignia that is not approved by the Commissioner and not issued by the Department of Juvenile Justice.

II. DEFINITIONS:

None

III. PROCEDURES:

- A. DJJ badges do not convey any law enforcement authority beyond the normal scope of the employee's duty. Use of a badge beyond the employee's normal scope of duty may result in the offense of impersonating a police officer and will be subject to criminal prosecution as well as disciplinary action up to and including termination.
- B. Each badge will have the state seal, agency name and job title of the staff member to whom it is assigned. If numbered, the badges will be sequential in number so that no two badges bear the same number.
- C. Badges will be displayed in accordance with DJJ 3.12, Dress Code for Uniformed Staff.
 - 1. Badges worn by uniformed staff will be attached above the left shirt pocket/emblem.

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2. When in business attire, badges may be contained within a leather or leather-like badge holder that may be carried in one's pocket or purse. The badge holder will contain a DJJ-issued photo identification of the individual.
 3. Badges may also be worn in an appropriate holder on the belt, hanging style necklace holder (lanyard) or on a visible pocket flap, but only during the course of the employee's official duty. The employee must display a DJJ issued photo identification.
- D. Badges will only be issued to employees who are in positions designated by the Commissioner as suitable.
1. Badges will not be transferred with employees moving to other positions not designated by the Commissioner.
 2. Employees issued badges must sign Replacement of Department Badge Notice (Attachment A).
 3. Badges will be surrendered upon separation from position, agency, or by direction of the Commissioner.
 4. Upon leaving a position authorized to carry a badge, the employee must return his/her badge or pay replacement cost. Badges that have been lost, stolen, or damaged must be documented in a SIR (see DJJ 8.5, Special Incident Report). Additional documentation may be required with SIR (e.g., police report, fire report, etc.).
 5. If the employee does not return the badge, they may be subject to criminal charges for theft.
- E. Employees issued badges will utilize them only in connection with official Department business.
1. Employees will be responsible for badges issued to them. The employee will keep the badge in his/her possession and will never loan it or otherwise misuse the badge.
 2. Misuse of badge will subject staff to disciplinary action in accordance with DJJ 3.80, Employee Progressive Discipline.
 3. Employees who negligently lose, damage, or misplace a badge must reimburse the Department the replacement cost of the badge.
 4. Employees will report lost, damaged or stolen badges to their supervisor immediately. The supervisor will then prepare a SIR.

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5. An investigation will be conducted regarding the circumstances of a loss, theft, or damage of a DJJ badge. Employees will not incur replacement costs for badges confirmed to have been stolen or damaged in the line of duty, or resulting from normal wear and tear. The decision of the investigation and Director of the Office of Assets and Property Management will be final concerning incurred replacement costs.
 6. Replacement badges will be issued without delay while a decision on who will bear the cost of the replacement badge is pending.
 7. Damaged badges must be returned to and accounted for by the Office of Assets and Property Management.
- F. The division heads will be responsible for the issuance, storage and security of all badges for their employees. A log will be maintained by each division and audited annually by the Director of the Office of Assets and Property (Attachment B, Badges Tracking Log).
- G. The log will include the following information:
1. Badge number if applicable;
 2. Employee to whom the badge is issued;
 3. Date of issue and date the badge is turned in; and
 4. Documentation of lost, found, stolen, damaged, or other actions taken regarding badges.
- H. Each division/department/office that issues badges will ensure that their badges reflect the correct badge number as indicated on Attachment C, Assignment of Badge Numbers.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO