

Identification Cards

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Blue Ridge Fire District identification cards. Any image or likeness of the identification card and the name of the Blue Ridge Fire District are the property of the District and their use shall be restricted as specified in this policy.

1030.2 POLICY

It is the policy of the Blue Ridge Fire District that identification cards shall be issued to all district members. All members shall be in possession of their district-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of district identification cards shall be in compliance with this policy.

1030.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The district name
- An image of the district badge
- A photograph of the member
- The full name of the member
- The rank of the member
- The member's employee identification number
- The district's mailing address

1030.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the District.

1030.5 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

1030.6 LOSS OF DISTRICT IDENTIFICATION CARD

The loss of the district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in the direct control of the member.

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1030.7 REPLACING IDENTIFICATION CARDS

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.