



PROCEDURAL NOTICE

CITY OF LAWRENCE POLICE DEPARTMENT
LAWRENCE, INDIANA

IDENTIFICATION CARD

EFFECTIVE DATE: ORIGINAL
DATE: AUGUST 23, 2007

REVISION DATES: 09/16/2024

Policy

All personnel of the Lawrence Police Department (LPD), sworn and civilian, are issued a department identification card. It is the policy of the Lawrence Police Department that the identification card must be in possession of the member during working hours.

Procedures

I. Format

- A. Police officers shall be issued an identification card with a photograph displayed on a background of white with the Departmental logo overlaid with the words "Police Officer."
- B. Reserve police officers shall be issued an identification card with a photograph displayed on a background of white with the Department logo overlaid with the words "Reserve Police Officer."
- C. Civilian employees shall be issued an identification card with a photograph displayed on a background of white with the Department logo overlaid with the words "Civilian Employee."

II. Retirement, Resignation, Termination

- A. Every member, upon retirement, resignation, or dismissal, shall be responsible to return the issued Department identification card to the Administration Division Commander who, in turn, shall be responsible for the collection of the identification card, and return of the card to the Chief of Police or his designee.
- B. The Department shall issue retired police officers an identification card with a photograph displayed on a background of white with the Departmental logo overlaid with the words "Retired Police Officer."
- C. Retired Police Officers who separate from the department in good standing may apply to receive a limited Secured Area Access identification card allowing them to access certain restricted zones of the Lawrence Police Department.
 - 1. Issuance of this access card is subject to the approval of the Chief of Police or his designee and may be revoked at any time.
 - 2. ID cards issued for retired officers may grant access to commonly used areas of the building, including the roll call room, reserved secured parking area and fitness center/locker rooms.

This Procedural Notice supersedes all prior rules, regulations, policies and procedures; whether oral, written or by previous practice.

a. Access to the fitness center and locker room requires that the user have a signed liability waiver on file.

3. Retired officers must have a current address, phone number, and secondary contact on file with the department.

III. Lost ID or Access Card

A. Officers who lose an ID or Secured Area Access card must report the loss within twenty-four (24) hours of the loss being observed to a sworn supervisor. The supervisor will be responsible for collecting the details concerning the loss of the card. A case report should be completed in the event of suspected theft and forwarded to the Investigations Division.

B. The Office of the Chief of Police shall be responsible for immediately disabling building access on the missing card. A new card must be requested in writing by the officer reporting the lost card.

C. Failure to follow the guidelines of this policy or intentional misuse in denial of a replacement access card.