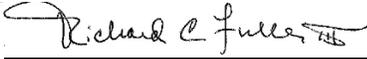


<b>Kalamazoo County Sheriff's Office</b> 	Written Directive		No.	<b>1.0.23</b>
	Subject	<b>KCSO BADGES</b>		
	Effective Date	1/01/2007	Authorized By	
	Revision Date	7/20/2020	Sheriff Richard C. Fuller, III	
	Reviewed Date	7/20/2020		

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### I. PURPOSE

Standardization and inventory control of Kalamazoo County Sheriff's Office (KCSO) badges.

### II. POLICY

Only KCSO issued or approved badges shall be used for official duties. KCSO badges shall not be duplicated without written authorization from the Sheriff/Undersheriff.

### III. PROCEDURE

- A. Duplicate (wallet) badges may only be purchased through the KCSO Quartermaster upon written authorization of the Sheriff/Undersheriff.
- B. A record of the written authorization shall be maintained in the officer's personnel file.
- C. Badges used for official duties are not personal property and must be turned in upon leaving employment of KCSO.
  1. Duplicate or other badges purchased with personal funds **prior** to August 24, 1990, shall be reimbursed at the purchase price providing:
    - a. The badge is acceptable and approved for official use.
    - b. The purchaser agrees to turn the badge into KCSO upon leaving KCSO employment. The officer may retain the badge pursuant to G (3) below.
- D. The Kalamazoo County Sheriff's Office badge shall be a Sun Badge or facsimile of style S127 for coat/shirt badge and P36 for cap badge.

- E. Shirt badge configuration: full color Michigan State seal with lettering in blue hard enamel.
1. Sheriff badge will be suntone with silicone inset with Sheriff in the top inner ring.
  2. Undersheriff badge will be suntone with silicone inset with Undersheriff in the top inner ring.
  3. Captain badge will be suntone with silicone inset with Captain in the top inner ring.
  4. Lieutenant badge will be suntone with silicone inset with Lieutenant in the top inner ring.
  5. Detective Sergeant badge will be suntone with silicone inset with Detective Sergeant in the top inner ring.
  6. Sergeant badge will be suntone with silicone inset with Sergeant in the top inner ring.
  7. Deputy badge will be suntone with silicone inset with Deputy Sheriff in the top inner ring.
  8. Correction officers will not be issued shirt badges. Wallet badges may be purchased in accordance with the above provisions. Corrections officer badges will be suntone with Corrections Officer in the top inner ring. Corrections officer badges will not be reimbursed by KCSO.
- F. Cap Badge
1. Top ribbon with rank
  2. Full color Michigan State seal, blue hard enamel lettering
  3. Sheriff on bottom ribbon
  4. Color of badge same as described in E (1)-(7).
- G. Inventory Control
1. The KCSO Quartermaster shall cause each badge to be marked with a control number beginning 39-00001, engraved or stamped on the back of the badge.
  2. Upon promotion or separation of service from KCSO, each member is required to turn into the Quartermaster the badges that have been issued to him/her.

3. Upon promotion, retirement, or separation of service (under honorable circumstances) an officer may, by written request to the Sheriff/Undersheriff, request his/her original badges providing:
    - a. Replacement badges are purchased through the Quartermaster.
    - b. The badge is enclosed in a locked display case.
    - c. The cost of the badges and display case shall be the responsibility of the requesting officer or paid by gift.
- H. Selling, etc., badge or facsimile (750.216a)
1. A person shall not sell, furnish, or possess the badge or facsimile of the badge of any law enforcement agency unless any of the following occur:
    - a. The person receiving or possessing the badge or facsimile is authorized to receive or possess the badge or facsimile by the chief officer of the law enforcement agency.
    - b. The person receiving or possessing the badge or facsimile is a member of the law enforcement agency.
    - c. The badge is a retirement badge.
    - d. The badge is of a deceased law enforcement officer.
    - e. The person receiving or possessing the badge is a collector of badges.
    - f. The badge shall be transported in a container or display case.
  2. A person who violates this section is guilty of a misdemeanor, punishable by a fine of not more than \$100.00.

End of Written Directive  
RCF