

January 4, 2012

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE****Index as:**

Identification Card

Swipe Card

First Responder Identification Card

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**POLICE DEPARTMENT IDENTIFICATION CARDS****229.00 PURPOSE**

The purpose of this General Order is to establish the procedure for issuing department Identification Cards. All police department personnel will be issued two different cards; a Police Employee First Responder Identification Card (FRI) and a city issued Swipe Card.

The Police First Responder Identification Card will be carried at all times while on-duty. Civilian employees are not required to carry these cards when they are not working. Off-duty officers will carry it anytime they are carrying a concealed firearm.

The city issued Swipe Cards are issued to all city employees and allow employees access to various doors within the Ferguson Police Department. These cards display the name, department and photograph of each employee. Employees are also issued either a neck lanyard or a clip that attaches on to the clothing. The cards must be worn in plain view by all employees wearing civilian attire, whether on-duty or off-duty, while inside the Police Department. Employees in uniform must carry the Swipe Card, although it does not need to be displayed in plain view.

Retired Police Officers will be issued a Department Identification Card with the City Logo and photo on the front of the card. The card will state that the bearer is a “Retired” Police Officer. The Identification Card will indicate the beginning and ending date of employment. The Identification Card will need no renewal.

**229.01 DEFINITIONS**

- A. EPIC Capture Station—a location with the capability to take the EPIC formatted photographs needed for the FRI Card.
- B. REJIS Universal First Responder Identification Card – An Identification Card used by many police departments in the Greater Metropolitan St. Louis area to identify both police officers and civilian personnel.
- C. Universal ID System—a standardized repository for identification information related to emergency personnel.

**229.02 PROCESS**

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The process for the issue of a REJIS First Responder Identification Card:

- A. The Card applicant will contact the Site Administrator who will process Personal Information into REJIS Database for the applicant.
- B. The Site Administrator will enter the Personal Information into the REJIS – First Responder Database.
- C. The Employee will move to the EPIC Capture Station for the Identification Card Photograph.
- D. The EPIC Capture Station will forward the Identification Card Photograph to the REJIS Site Administrator for entry into the REJIS – First Responder System Database.
- E. The REJIS Site Administrator makes final approval of the entry and the First Responder Identification card is sent to the print queue at REJIS.
- F. When ready, the new identification card will be sent to this Department from REJIS. It will be given to the employee by the Executive Assistant to the Chief of Police.

#### 229.03 CARD RECIPIANTS

The REJIS FRI Card is issued under the authority of the Chief of Police to the following employees:

1. Commissioned Police Officers.
2. Civilian Police Department Employees.

#### 229.04 IDENTIFICATION CARD FORMAT

- A. Front Side
  1. A STAARS security holograph overlay.
  2. Police Department name
  3. Large employee photograph
  4. Police Department badge logo
  5. Employee rank
  6. Employee Department Serial Number (DSN)
  7. Small employee photograph watermark
  8. Expiration Date

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- a. Commissioned Police - five (5) years
  - b. Civilian ID Cards - five (5) years
- 9. Affiliation
- B. Back Side.
  - 1. "Property of FERGUSON POLICE DEPARTMENT"
  - 2. Police Department address.
  - 3. Security bar code
  - 4. Date issued
  - 5. Eye color
  - 6. Height
  - 7. Sex
  - 8. Hair color
  - 9. Weight

229.05    UPDATING OF FIRST  
RESPONDER    IDENTIFICATION  
CARDS

First Responder Identification Cards will be updated on or prior to their expiration dates. New cards will be issued when damaged or with a change of rank or status. The FRI Cards remain the property of the Ferguson Police Department. Any time a new card is issued, the old one will be turned in to the Administrative Office.

229.06    LOST OR STOLEN FIRST  
RESPONDER    IDENTIFICATION  
CARDS

- A. Must be reported to the Administrative Office as soon as loss is discovered.
- B. Requires a police report.
- C. Lost or stolen FRI Cards must be deactivated in REJIS.
- D. A new FRI Card must be issued.

229.07    DISPOSITION OF FIRST RESPONDER IDENTIFICATION CARD AT END OF  
EMPLOYMENT.

- A. All FRI Cards must be turned in to the Administrative Office upon the individual

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leaving the employment of the Ferguson Police Department.

- B. When an employee retires from the police department, he may receive a Police Department Retirement Card if one is requested.

229.08 REVOCATION OF DEPARTMENT RETIREMENT CARD

- A. This Department reserves the right to revoke a Retired Police Officers Identification's Card if:
  - 1. Such person has been convicted of a felony under the laws of this state, or of a crime under the laws of any state or of the United States which, if committed within this state or of the United States which, if committed within this state, would be a felony: or
  - 2. Such person is a fugitive from justice, is habitually in an intoxicated or drugged condition, or is currently adjudged mentally incompetent; and
- B. The Chief of Police may revoke the Retired Police Officers Identification's Card for any reasonable cause.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned below the text "By order of:".

COLONEL THOMAS JACKSON  
Chief of Police

Distribution:

All Department Personnel

MPCCF Reference 39.5