



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Office of Management & Administration
Office of Security*

MANAGEMENT AND ADMINISTRATION DIRECTIVE 500.4

SUBJECT: Agency Credentials with Badges or Medallions

EFFECTIVE DATE: February 12, 2001

APPROVED: ____ / **Signed** / _____
Jasper E. Ormond, Interim Director

I. INTRODUCTION: The Court Services and Offender Supervision Agency (hereinafter referred to as "Agency") plays a critical role in law enforcement and public safety in the District of Columbia. As such, an Agency credential with badge or medallion, that contains information required to establish purpose and authority in the employee's performance of duty, is issued to eligible employees. The Agency credential is an identification document bearing the official Agency seal and the signature of the Director.

II. PURPOSE: The purpose of this Directive is to outline the policy for issuance of Agency Credentials with badges or medallions.

III. COVERAGE: This Directive applies to all personnel employed by the Agency, to include contractors and consultants; however, it does not apply to personnel assigned to the District of Columbia Pretrial Services Agency.

IV. POLICY:

A. Employees eligible for the credential with badge are those filling designated law enforcement positions, or who have recurring law enforcement related Agency business with government agencies or private organizations. Employees eligible for the credential with medallion are those professional and technical personnel who frequently conduct

business with other agencies and who require identification as representatives of the CSOSA.

B. The Deputy Director, or his designee, and the Associate Director, Community Supervision Services, or his designee, may request Agency credentials with badges or medallions for employees. An originally signed request for each individual must be forwarded to the Office of Security.

C. The Office of Security will issue the credential with badge or medallion to each authorized individual. However, the credentials with badge or medallion remain the property of the Agency and must be returned to the Office of Security whenever an employee is transferred, terminates, or otherwise no longer requires the credential.

D. Should a credential with badge or medallion become worn or damaged, it may be replaced. The unserviceable item must be returned to the Office of Security for a replacement.

E. The loss or theft of a credential with badge or medallion must be reported immediately to the Office of Security. Employees may also be required to reimburse the Agency for a replacement badge or medallion if the loss is due to the negligence of the employee.

F. Upon termination of employment with the Agency, employees must return the credential with badge or medallion to the Office of Security. However, the Deputy Director, or his designee, and the Associate Director, Community Supervision Services, or his designee, may submit a written request that a cancelled credential with badge or medallion be returned to the employee as a keepsake for honorable service.

V. PROCEDURES:

A. An original signed request for each individual, which includes the following information, must be forwarded to the Office of Security:

1. First, middle, and last name of employee (as it should be typed on the credential card) and social security number.

2. The Unit or Section to which the employee is assigned or the Directorate, if under the Office of the Director, as well as the position title.

3. A brief statement, which indicates that the individual is authorized an Agency credential with badge or medallion in accordance with the eligibility policy.

NOTE: If this is a replacement request, a reason for replacement shall be included in the request, e.g., unserviceable, transfer from another Component, name change, duty title change, etc.

4. Office telephone number of the employee.

B. Once the Office of Security has received and processed the request, the individual will be contacted to have a photograph taken.

C. The issuance of the credential with badge or medallion may take up to a week to process; however, once completed, the individual will be notified. The credential with badge or medallion will be issued directly to the employee, who must review for correctness and sign a receipt (see attachment). The credential with badge or medallion will not be delivered to the recipient by mail or messenger.

D. The loss or theft of the credential, badge, or medallion must be reported immediately to the Office of Security. The initial report will be made by telephone; and, followed by a written report submitted within five working days from the date of the loss or theft. The report will include a detailed explanation of the circumstances surrounding the loss, and be accompanied by a request (same as requesting a new one) to reissue the item. In the event the lost or stolen item is recovered, it will be returned immediately to the Office of Security for cancellation.

E. If the credential, badge, or medallion becomes unserviceable, a request (same as requesting a new one) for replacement, along with the original item shall be submitted to the Office of Security.

VI. CANCELLATION: This Directive cancels the September 23, 1999 Memorandum from the Associate Director, Management and Administration, subject: Policy and Procedures for Agency Credentials with Badges or Medallions.



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PRIVACY ACT PROTECTED INFORMATION

MEMORANDUM

TO: _____

(Name, SSN, & Office Affiliation)

SUBJECT: Credential with Badge or Medallion Acknowledgement

I hereby acknowledge receipt of the Court Services and Offender Supervision Agency credential with badge or medallion (**badge or medallion number:** _____), and agree to comply with the procedures specified below:

SAFEGUARDING: I accept responsibility for safeguarding the Agency credential with badge or medallion issued to me. When not in use it will be protected against loss or theft.

USE: I will use the credential with badge or medallion for official purposes only and will not loan, give or otherwise allow any other person to use these items for any purpose. I will use the items for official identification only.

REPORTING LOSS OR THEFT: I will immediately report any loss or theft of the credential with badge or medallion to the Office of Security, 633 Indiana Avenue, NW, Washington, D.C. 20004, which can also be reached at (202) 220-5750. If I subsequently recover the lost or stolen items, I will promptly return them to the Office of Security.

RETURN OF the Credential with Badge or Medallion: I will promptly return the items to the Office of Security when my employment with CSOSA is terminated or upon a request by the issuing authority.

Date: _____

Printed Name: _____

Signature: _____