



POLICY/PROCEDURE NUMBER: 04-P.A.-002

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SUBJECT: USE OF DEPARTMENT OF POLICE SERVICES IDENTIFICATION CARDS,
OMNI-LOCK PASS CODES, AND MASTER KEYS

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: December 6, 2004 version; February 15, 2007 version; 2003-002:
Ethical Conduct and Access Control, February 5, 2003; February
26, 2008 version entitled Use of Department of Police Services
Identification Cards; January 27, 2010 version; February 16, 2011
version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: N/A

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

To inform the Department of Police Services employees and student staff of their responsibility for the proper use of the Department issued identification card, Omni-lock pass codes, and master keys.

II. POLICY

It is the policy of this Department to establish proper procedures and ensure appropriate use of both sworn and non-sworn Department Identification Cards, Omni-lock pass codes, and master keys.

III. PROCEDURES

A. All employees and student staff of the Department of Police Services shall be issued employee identification cards, Omni-lock pass codes, and master keys, as required for their position, by the authority of the Chief of Police. The Livescan Lead is responsible for issuance of department identification cards, while the Captain of Special Services is responsible for the issuance of any Omni-Lock codes and master keys. Employees and students shall carry identification cards while on duty or when on official business for the Department of Police Services.

B. Sworn employees will carry their ID cards with them at all times. It is recommended that non-sworn employees carry their identification cards at all

times when off-duty for access through police barricades in the event of an emergency on campus.

1. No employee shall use the Department of Police Services employee identification card, Omni-lock pass codes, or master keys for other than official business for the Department and/or California State University, Northridge (CSUN). The identification card will not be used to cash checks, to purchase alcoholic beverages, or to enter a place serving alcoholic beverages.
 2. When an Omni-lock code or master key is used to gain access to a secured area for official business, this fact shall be reported to the dispatcher, giving the building and room number and the reason for entering the area. Dispatchers shall be responsible for recording this information in a RIMS incident report.
 2. No employee shall give or loan his/her identification card, Omni-lock pass codes, or master keys to any other person.
 3. Any loss or theft of the employee's identification card, Omni-lock pass codes, or master keys shall be reported to the employee's supervisor or Lead and the Livescan Lead within twenty-four hours of the occurrence.
 4. Non-sworn employee identification cards shall be identified by the wording "Employee," and sworn officers by the wording "Police." At no time shall a non-sworn employee use his/her identification card to represent himself/herself as a peace officer.
- C. All members of the Department are required to carry their identification cards (if wearing an approved uniform) or to wear the identification card if in civilian clothing (unless you are sworn police and have a badge under a jacket ready for display). Identification cards must be worn so that they may be readily seen, using a department issued lanyard or similar, or pinned to a shirt or jacket collar or breast pocket. Badges must not be hidden at waist level under clothing or in pockets.
- D. Improper use of the Department of Police Services identification card, Omni-lock pass codes, and master keys shall be cause for disciplinary action by the Chief of Police or her/his designee.
- E. When an employee has left the department for any reason, and the CSUN Faculty and Staff Separation/Clearance form (located on the CSUN Office of Human Resources website under "HR Forms") is completed, the department badge should be given back to the Livescan Lead so it can be destroyed and removed from the ID system. Issued department and state keys shall be provided to the Special Services Captain for placement back into the department's key inventory system.

IV. IDENTIFICATION ISSUED FOR RETIRED POLICE PERSONNEL

For details on the request, issuance, and regulations of a California State University, Northridge retired police officer identification card, and CCW endorsement, see

Department policy #08-P.A.-014: CCW Endorsement Privilege of Retired Sworn Personnel.