



LOS ANGELES SCHOOL POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**TITLE:** Police Identification Cards  
**NUMBER:** 16-007  
**ISSUER:** Office of the Chief of Police *SKG*  
**DATE:** December 1, 2016

**ROUTING**  
All Department Employees

**PURPOSE:** The Los Angeles School Police Department issues identification cards to all personnel. This policy addresses only sworn personnel as the identification card will also serve as the access card to school police facilities, select LAUSD facilities, and may be activated to access LAPD stations. This SOP supplements the current policy as it pertains to police identification cards.

**INSTRUCTIONS:** Policy Section 1025.2.1 DEPARTMENT ISSUED IDENTIFICATION states:  
*"The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department issued identification card at all times while on duty or when carrying a concealed weapon.*  
*(a) Whenever on duty or acting in an official capacity representing the Department, employees shall display their Department issued identification in a courteous manner to any person upon request and as soon as practical.*  
*(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their supervisor."*

**ISSUANCE:** Only sworn personnel will be issued an identification card with HID programmability for LAUSD and LAPD access. This HID card is equipped with RFID and has a capacity to be programed to work at LAUSD facilities as well as LAPD stations. After issue, the police officer will be sent to Morlin Management at 333 S. Beaudry Ave., 2<sup>nd</sup> Floor to have the card programed for LASPD and LAUSD access. The officer will then be scheduled to report to LAPD Parker Center to have the card activated for LAPD access. While at LAPD, the officer will have their photo taken and fingerprint scanned into the LAPD system. Access to LAPD is optional.

**USE:** Once activated, the HID card will work at all access points authorized. To use the card, hold the card to the card reader and it will beep twice as the reader gathers the information and reads the card. If an officer needs an access level change, this is coordinated through the Commanding Officer of Administrative Services Division.



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**LOST/STOLEN:** The following shall be adhered to upon discovery of a lost or stolen police identification card:

**EMPLOYEE RESPONSIBILITIES:**

- 1) Immediately notify the Watch Commander's Office of the Lost/Stolen Card. Report name, employee number, serial number, and circumstances. This must be reported directly to the Watch Supervisor or Watch Officer.
- 2) An Incident Report must be filed with the local agency where the incident occurred or with LASPD. A copy shall then be provided to LASPD records. This report number will be required in order to be issued a new card. LAPD requires a report number from a municipal agency or sheriff's department in order to reissue LAPD access.

**WATCH COMMANDER'S OFFICE RESPONSIBILITIES:**

- 1) The Watch Supervisor or Watch Officer will create a Call for Service documenting the loss.
- 2) The Watch Supervisor or Watch Officer will put the information out on the JDIC Teletype
- 3) The Watch Supervisor or Watch Officer will make text and email notification to the Commanding Officer of Administrative Services Division as well as the Sworn Personnel assigned to the Technology Unit. This notification should be made as soon as practical after the JDIC Teletype.

**ADMINISTRATIVE SERVICES DIVISION / TECHNOLOGY UNIT RESPONSIBILITIES:**

- 1) Make notifications to LAPD to deactivate the access card to LAPD stations
- 2) Make notification to Morlin Management to deactivate the access card from LASPD and LAUSD facilities
- 3) Coordinate for issuance of a new identification card

**DAMAGED/MALFUNCTIONING CARDS:** An employee report must be completed documenting the circumstances of the damage. The old card will then be turned in to the Technology Unit for disposal and a new card will be issued.

**RELATED  
RESOURCES:**

LEXIPOL Policy Section 1025.2.1.

**ASSISTANCE:**

If you have additional questions, contact the Commanding Officer of Administrative Services Division at (213) 202-8645