



Policy Number: 1012 – Badges, Patches and Identification

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Approved By: Brandon Gatlin, Chief of Police

1012.1 PURPOSE AND SCOPE

The Montana State University Billings Police Department (Department) badge, patch and identification card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1012.2 POLICY

The Department issues each member identification appropriate to the member's position and assignment. Identification may include a badge, patch and/or identification card.

1012.3 MEMBER RESPONSIBILITIES

While on duty or acting in an official capacity on behalf of the Department, officers shall identify themselves by providing their name, rank or position, and badge or identification number upon reasonable request, when practicable and appropriate.

Members of the Department will use the badge, patch and identification card, as well as the likeness of these items, appropriately and professionally. The badge, patch and identification card shall only be displayed, or used by a member, when acting in an official or authorized capacity.

Department members shall not:

1. Display or use the badge, patch or identification card for personal gain or benefit.
2. Loan the badge, patch or identification card for unauthorized purposes or permit these items to be reproduced or duplicated, without permission from the Chief of Police, or their designee.
3. Use images of the Department badge, patch, identification card, or likeness thereof, or use the Montana State University Billings Police Department name, in personal, private or public communications, including but not limited to letters, memoranda, electronic communications, email, blogs, social networking, or websites, in a manner that could reasonably be expected to bring discredit upon the member, the Department, or the University, or that creates the appearance that the member is acting on behalf of, representing, or speaking for the Department or University without authorization.

1012.4 BADGES

The Chief of Police shall determine the number and style of badges authorized for use by Department members.

Only badges issued or specifically authorized by the Department may be worn, displayed, carried, or used by Department members while on duty or while acting in an official or authorized capacity.

1012.4.1 RETIREE BADGES

In accordance with Montana Code Annotated, the Chief of Police may establish rules for allowing honorably retired members to receive a retirement badge upon retirement.

1012.5 IDENTIFICATION CARDS

All sworn officers will be issued an official Department identification card bearing the officer's name, full-face photograph, identification/badge number, Department seal, and signature of the Chief of Police.

MSU Billings Police Department identification cards are Department property and shall be returned to the Department upon separation, retirement, or upon the Chief or their designee's request.

When an officer is off duty or in plain clothes, and is acting in an official capacity to intervene on behalf of public safety, but is not carrying their service weapon or badge, the officer shall, upon reasonable request and when appropriate and safe to do so, identify themselves by displaying the front of their Department-issued identification card. An officer shall not surrender their identification card to any person unless required to do so by Department policy.

Officers or other members working specialized assignments may be excused from the possession and display requirements when approved by a Department supervisor.

1012.6 BUSINESS CARDS

The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued, or approved by the Department, and shall contain identifying information including, but not limited to, the member's name, unit, badge or other identification number and contact information (i.e. telephone number, email address).

Members are prohibited from using images of the Department name, badge, patch, identification card, or likeness thereof, to create or produce personal business cards.

Members should provide a business card to any member of the public upon request.

1012.7 LOST BADGE, PATCH OR IDENTIFICATION CARD

Department members shall immediately notify their immediate supervisor whenever their Department badges, patches, Department identification card, or University card (U-Card) are lost, damaged or otherwise compromised.

1012.8 PATCHES

The Chief of Police shall determine the form of patches authorized for use by the Department. Any request to modify the authorized patch should be submitted to the Chief of Police in writing.

Only patches issued by this Department are authorized to be displayed or worn by members while on duty or otherwise acting in an official or authorized capacity.

Members may trade patches with the approval of the Chief of Police, or their designee.

Members, with written approval of the Chief of Police, may request additional patches at their own expense.