



Kern County Sheriff's Office
Policies and Procedures

TITLE: BADGE AND CAP DEVICE GIFT/PURCHASE		NO: J-1010	
APPROVED: Donny Youngblood, Sheriff-Coroner			
REFERENCE: California Government Code Section 26206 Resolution by Board of Supervisors dated April 5, 2005			
EFFECTIVE: April 5, 2005	REVIEWED: 05/24/2022	REVISED: 05/24/2022	UPDATED: 05/02/2025

POLICY

It shall be the policy of the Kern County Sheriff's Office to gift to personnel retiring in good standing their assigned badge and cap device in commendation and recognition for their honorable service to the Sheriff's Office. This gift shall apply to all persons retiring with 20 or more years of Sheriff's Office service. This policy shall extend to both compensated and volunteer personnel.

Members with less than 20 years of Sheriff's Office service may purchase their badge and cap device upon their honorable retirement from service. Retiring members may also purchase additional badges and cap devices denoting each rank held during their career with the Sheriff's Office. Any honorably retired personnel, who have not previously done so, may purchase their former badge and cap device by following the procedures established in this policy.

Members who promote within the Sheriff's Office may purchase their badge and cap device from their previous rank held upon promotion.

DIRECTIVE A: GIFTING BADGES

The Sheriff, Undersheriff, Chief Deputy, or their representative may authorize any retiring member to retain their assigned badge and cap device as their personal property in commendation and recognition of 20 years, or more, of honorable Sheriff's Office service. The badge will be pursuant to the Honorably Retired badge policy established in the Sheriff's Office Insignia policy K-301.

The Sheriff reserves the right to gift the badge and cap device to a retiring member with less than 20 years of Sheriff's Office service in special recognition of a member's commendable career achievements.

- The command personnel authorizing the transfer shall notify the Administrative Services Division Commander of the gift as soon as practical
- The Administrative Services Division Commander, or their designee, shall:
 - Note in the retiring member's personnel record that the member was allowed to retain their badge and cap device as their personal property
 - Notify the Property Room staff of the gift
- The retiring member will give the Property Room Sheriff's Aide the badge to be mailed to the badge vendor and provide a personal phone number and/or email address

- The vendor will apply the “Honorably Retired” banner pursuant to the Honorably Retired badge policy established in the Sheriff’s Office Insignia Policy K-301 and mail the badge back to the Property Room

The Property Room Sheriff’s Aide will make the necessary notations on the member’s permanent property record once the badge is received at the Property Room.

- The member will be notified their badge is ready to be gifted to them
- The member will not be charged for the badge and cap device

DIRECTIVE B: PURCHASING BADGES

An honorably retiring member with less than 20 years of Sheriff’s Office service, or honorably retired member, or promoting member may purchase their badge and cap device by preparing a Request to Purchase Badge form (J-1010-1 Attachment) and returning it to the Human Resources Section. Request to Purchase Badge forms will not be accepted more than six (6) months prior to the member’s projected date of retirement. Request to Purchase Badge forms will be available at the Property Room, the Human Resources Section and on SheriffNet.

The Request to Purchase Badge form shall include the following information:

- Employee’s Name
- Employee’s Current Rank or Position
- Badge Number
- Additional badges requested and rank of each badge/cap device
 - Members purchase one badge and cap piece for each rank held
 - Exceptions may be made if the member has been assigned badges of different ranks under a different assigned badge number
- Current assignment (if applicable)
- A telephone number where the member can be reached in the event that they are no longer working (4850, terminal leave, etc.)

When a completed Request to Purchase Badge form is received, the Administrative Services Division Commander or his/her designee will:

- Confirm the status of the member
- Indicate approval or disapproval in the place provided on the form
- Forward the Request to Purchase Badge form to a Chief Deputy, the Undersheriff, or Sheriff for approval and signature. Once administratively approved or disapproved, the form will be returned to the Administrative Services Division Commander

Upon return of the signed Request to Purchase Badge form, the Administrative Services Division Commander or his/her designee shall:

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- File the original form in the member’s personnel file
- Notify the member if their request has been approved or disapproved and arrange for the member to receive a copy of the completed form
- Forward a copy of the approved form to the Property Room staff who will, if necessary, order the appropriate item(s)

When the member receives a copy of the approved form, and if no additional badge(s) or cap device(s) have been ordered on the member’s behalf, the member may go to the Property Room and complete their purchase.

If badges and cap devices were ordered for the member, when they arrive at the Property Room from the vendor:

- Property Room staff shall notify the member that the item(s) has arrived and advise them of the amount due on their order.
 - The price of the badge(s)/cap device(s) shall be the current contract price that the Sheriff’s Office pays the county’s authorized vendor

When the member arrives at the Property Room, the Sheriff’s Aide or his/her designee will complete the sale by:

- Confirming the number of items received in order to collect the appropriate amount due
- Accept full payment from the member
- Prepare a receipt and provide it to the member
- Release the items to the member and attach a copy of the receipt to the member’s property record
- Forward the payment and completed receipt to the Financial Services Section for deposit

DIRECTIVE C: DECLARATION

All members retaining badges and cap devices gifted under this policy will sign a Gift Badge Declaration (J-1010-2 Attachment) that states the following:

“I acknowledge and understand that it is a violation of state and federal law to use the badge(s) I am receiving for the purpose of impersonating a peace officer or public officer, to arrest, detain, threaten to arrest or detain, intimidate any person, search any person or their property, or for the purposes of obtaining money, property, or other thing of value.”

The Administrative Services Division Commander, or their designee, will file the signed declaration in the member’s permanent personnel record.

Members purchasing badges will sign a similar declaration on the Request to Purchase Badge form (J-1010-1 Attachment) prior to the sale being approved.

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