



**Kern County Sheriff's Office**  
**Policies and Procedures**

|   |                                |                               |                               |
|---|--------------------------------|-------------------------------|-------------------------------|
| <b>TITLE: BADGE AND CAP DEVICE GIFT/PURCHASE</b>  |                                | <b>NO: J-1010</b>             |                               |
| <b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>  |                                |                               |                               |
| <b>REFERENCE: California Government Code Section 26206<br/>Resolution by Board of Supervisors dated April 5, 2005</b> |                                |                               |                               |
| <b>EFFECTIVE:</b><br>04/05/2005   | <b>REVIEWED:</b><br>01/23/2026 | <b>REVISED:</b><br>01/23/2026 | <b>UPDATED:</b><br>01/23/2026 |

**POLICY**

The Kern County Sheriff's Office badge and uniform patch as well as the likeness of these items and the name of the Kern County Sheriff's Office are property of the office, and their use shall be restricted as set forth in this policy.

The uniform badge shall be issued to office members as a symbol of authority, and the use and display of office badges shall be in strict compliance with this policy. Only authorized badges issued by this office shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

Except as required for on-duty use by current employees, no badge designed for carrying or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Office badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The office badge, shoulder patch or the likeness thereof, or the office name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and office name for all material (printed matter, products or other items) developed for office use shall be subject to approval by the Sheriff or designee.

Employees shall not loan his/her office badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

The likeness of the office badge shall not be used without the expressed authorization of the Sheriff and shall be subject to the following:

- a) The employee associations may use the likeness of the office badge for merchandise and official association business provided they are used in a clear representation of the association and not the Kern County Sheriff's Office. The following modifications shall be included:
  - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
  - 2. The badge number portion displays the acronym of the employee association.

- b) The likeness of the office badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.

**DIRECTIVE A: GIFTING BADGES – RETIREES**

It shall be the policy of the Kern County Sheriff’s Office to gift to personnel retiring in good standing their assigned badge containing their badge number and cap device in commendation and recognition for their honorable service to the Sheriff’s Office. This policy shall extend to both compensated and volunteer personnel.

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.

The badges will comply with the Honorably Retired badge policy established in the Sheriff’s Office Insignia policy K-0301.

**DIRECTIVE B: PURCHASING/GIFTING BADGES - PROMOTEEES**

Members within the deputy sheriff classification who promote within the Sheriff’s Office may be gifted their badge and may purchase their cap device from their previous rank held upon promotion. Members within the detentions deputy classification who promote within the Sheriff’s Office are able to purchase their badge and/or cap device from their previous rank held upon promotion.

\*When sworn staff, within the deputy sheriff classification, promote or retire, their old badge containing their badge number no longer has monetary value since badge numbers cannot be re-issued due to the current Jail Management System (JMS); therefore, the badge can be gifted as a symbol of appreciation for their service (County Administrative Policy Chapter 3, Sections 317 and 317.1). Cap pieces, detentions deputy badges, and ceremonial badges can be re-issued since there is no badge number attached; therefore, those would need to still be purchased upon promotion.

**PROCEDURE 1:**

An honorably retiring member or promoting member who requests to receive their purchased/gifted badge shall prepare a Badge Request Form (J-1010-1 Attachment) and return it to the Human Resources Section. Badge Request Forms will not be accepted more than six (6) months prior to the member’s projected date of retirement. Badge Request Forms will be available at the Property Room, the Human Resources Section and on SheriffNet.

The Badge Request Form shall include the following information:

- Employee’s name

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- A telephone number where the member can be reached in the event that they are no longer working (4850, terminal leave, etc.)
- Employee's current rank or position
- Employee's date of rank
- Current assignment (if applicable)
- Badge number
- Date of retirement (if applicable)
- Additional badges requested and rank of each badge/cap device
  - Members may 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

When a completed Badge Request 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 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 Badge Request Form, the Administrative Services Division Commander or his/her designee shall:

- 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 the transaction.

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 additional badge(s)/cap device(s) shall be the current contract price that the Sheriff's Office pays the county's authorized vendor

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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 purchased/gifted under this policy will sign a declaration 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.

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*Kern County*

# SHERIFF

## BADGE REQUEST FORM

(KSCOPPM J-1010)

NAME \_\_\_\_\_ BADGE # \_\_\_\_\_ PHONE # \_\_\_\_\_  
 CURRENT RANK \_\_\_\_\_ DATE OF RANK \_\_\_\_\_ RETIREMENT DATE (if applicable) \_\_\_\_\_  
 CURRENT ASSIGNMENT \_\_\_\_\_ EMAIL ADDRESS FOR NOTIFICATION \_\_\_\_\_

List the rank and badge number associated with each badge and cap device requested:

| RANK | BADGE # | GIFT OR PURCHASE<br><small>(Completed by Admin. Services<br/>Division Commander)</small> | CAP DEVICE<br><small>(Y or N)</small> | GIFT OR PURCHASE<br><small>(Completed by Admin. Services<br/>Division Commander)</small> |
|------|---------|--|---------------------------------------|--|
|      |         |  |                                       |  |
|      |         |  |                                       |  |
|      |         |  |                                       |  |

APPROVED       DISAPPROVED   
 ADMINISTRATIVE SERVICES DIVISION COMMANDER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED       DISAPPROVED   
 SHERIFF/UNDERSHERIFF/CHIEF DEPUTY \_\_\_\_\_ DATE \_\_\_\_\_

### ADMINISTRATIVE COMMENTS

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### DECLARATION

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.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Contact the Human Resources Section at (661) 391-7500 or [SheriffHR@kernsheriff.org](mailto:SheriffHR@kernsheriff.org) for questions related to your request.