

## ISSUANCE AND CONTROL OF DHS BADGES

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### I. Purpose

This Instruction establishes the Department of Homeland Security (DHS) procedures regarding the issuance, use, display, control, and accountability of official DHS badges.

### II. Scope

This Instruction applies throughout DHS. Any DHS Component that has existing procedures and requirements regarding the issuance and control of badges may continue them consistent with paragraph V.B. of this Instruction.

### III. Authority

DHS Directive 121-01, Chief Security Officer

### IV. Definitions

- A. **Badges**: A metallic emblem commonly employed in conjunction with a printed credential, to indicate authority to perform specific official functions pursuant to law, statute, regulation, or DHS Directives.
- B. **Component Issuing Office**: Organization within the Component that performs functions related to the purchase, storage, issuance, control, accountability, retention, return, destruction, or disposition of badges.
- C. **Law Enforcement Officer**: As defined in Title 5, United States Code, Sections 8331(20) and 8401(17), and includes DHS employees whose primary duties are the investigation, apprehension, and detention of individuals suspected or convicted of offenses against the criminal laws of the United States, or the protection of officials of the United States against threats to personal safety; an employee who transfers from performing the aforementioned duties for at least three years to a supervisory or administrative position; and certain employees who have frequent and direct contact with convicted criminals.

## V. Responsibilities

- A. The **DHS Chief Security Officer (CSO)** is responsible for approving and issuing badges for personnel of any Component that does not, as of the date of this Instruction, have existing procedures and requirements regarding the issuance, display, use, control, and accountability of badges.
- B. **Component Issuing Offices** which have procedures and requirements regarding the issuance, display, use, control, and accountability of badges, as of the date of this Instruction, are responsible for providing a copy of those procedures and requirements to the DHS CSO within 30 days of the issuance of this Instruction.
- C. **DHS Employees** are responsible for the use, display, accountability, and return of issued badges.

## VI. Guiding Principles and Procedures

- A. **Principles:**
1. A DHS badge signifies that the bearer performs specific official functions as authorized by law, statute, regulation, or DHS Directives.
  2. Only DHS employees meeting one of the following criteria may be issued badges, and only after the satisfactory completion of required training:
    - a. Designated law enforcement officers;
    - b. Personnel required to carry a firearm pursuant to his or her official duties;
    - c. Personnel who perform investigations and inspections relating to enforcement of laws or regulations;
    - d. Personnel that the Secretary determines requires a badge; and
    - e. Personnel as designated by the Component head who has received delegated authority from the Secretary for this purpose.
  3. DHS badges shall only be used in conjunction with the performance of official duties. Personnel are prohibited from displaying any DHS badge that has not been officially issued.

4. Badges are the property of the U.S. Government and must be returned to the issuing office upon termination of employment or upon demand. Badges are subject to inventory and inspection.

5. All badges are considered accountable property. Due to the grave potential for misuse if lost or stolen, all badges are to be treated as sensitive high valued items in accordance with DHS Management Directive 1120, Capitalization and Inventory of Personal Property.

6. Personnel will not use their badge to exert influence, to obtain directly or indirectly any privilege, favor, preferred treatment, or reward, for themselves or others or to improperly enhance their own prestige. Employees involved in the inappropriate use or misuse of badges are subject to criminal and civil penalties, including removal from employment.

B. **Procedures.**

1. **Issuance of DHS Badges:**

a. DHS badges will be issued to authorized personnel by the Component Issuing Office only upon satisfactory completion of required training. Replacement badges must be requested through the appropriate issuing office.

b. The DHS Office of Security is the Departmental issuing authority of badges for personnel of any Components that do not have existing procedures and requirements.

c. The DHS Office of Security will maintain sample badges from Component issuing offices.

2. **Reporting Loss or Theft of DHS Badges:**

a. In the event of loss, theft, or destruction of badges, the employee responsible for the badge, or the employee discovering the condition, will:

(1) Take immediate action to effect recovery of the lost or stolen badge, and obtain all available information concerning the loss, theft, or damage for inclusion in reports required by DHS Management Directive 1120.

(2) Notify (as soon as practicable, but within 24 hours) the property management officer and other appropriate official(s) and the supervisor of the employee with the affected badge. Care should be taken to ensure that those supervisors in the employee's chain of command see all notification documents.

b. The employee's supervisor will:

(1) Notify the issuing office immediately by any means available and provide written notification within 24 hours. The message must include the approximate time and date the badge was discovered missing and the location where it was last seen.

(2) If applicable, advise the issuing office to transmit a description of the badge to the National Crime Information Center (NCIC). (Applicability is based upon the circumstances of the incident.) NCIC entry must take place within 24 hours of the supervisor's notification to the issuing office.

c. If applicable, the property management officer, or other appropriate official, will ensure that local law enforcement is notified. (Applicability is based upon the circumstances of the incident.)

d. The issuing office will ensure that the above requirements are met prior to authorizing issuance of a new badge.

3. **Retirement of Badges**. Badges may be retired and kept as a memento of honorable service to the United States and the DHS Component by clearly marking the badge as retired (e.g. embedding the badge in Lucite or permanently affixing a retired demarcation) at the individual employee's expense. Property accountability of the badge ends when the badge has been properly retired, presented to the employee, and removed from property accountability records. Badges shall be retired under the following circumstances:

a. Absent a Component policy, upon retirement from Federal service by the individual officer after satisfactory completion of at least one year of DHS Component employment where a badge was authorized.

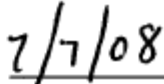
b. At the request of the family of a deceased employee, regardless of the length of DHS Component employment.

4. **Maintaining Records**. The issuing office shall maintain records showing the disposition of badges issued. Records will be maintained in accordance with the requirements of Schedule 18 of the General Records Schedule.

**VII. Questions**

Questions or concerns regarding this Instruction should be addressed to the DHS Office of Security.

  
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Jerry Williams  
Chief Security Officer

  
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Date