

TO: WARDENS/DIRECTORS  
HEADS OF STAFF AGENCIES  
DIVISION DIRECTORS

CHANGE #1  
ADMINISTRATIVE REGULATION 223  
JANUARY 15, 1987

### Badges

1. Purpose/explanation of changes: To clarify policy concerning badge control and Departmental liability for lost badges.
2. Write-in changes/additions to be made:

#### Reference

#### Action Required

Section III, para. 2d.

Add following to existing para:

"When it is determined that a badge was lost, stolen or damaged thru gross negligence, replacement will be at the expense of the employee concerned."

Section III, para. 4.

Strike out existing para and replace as follows:

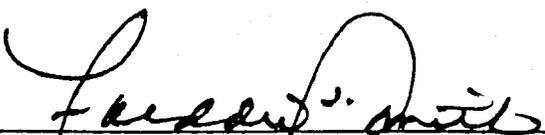
"4. Transfer within the Department or change in classification.

- a. Silver badges will be retained by the employee if transfer or change in classification is within the Correctional Officer series (Correctional Officer Trainee thru Correctional Officer Supervisor II); otherwise they will be collected for disposition as stated in Para. 3a except for retirees indicated in para. 2c.

Section III, para. 4.

- b. Gold badges will be collected for issue to the individual's replacement or return to the Departmental Personnel Officer as stated in para. 3a., except for retirees indicated in para. 2c.

3. Please complete the lower portion, detach, and forward to my office. File this change at the back of the regulation after annotating both the index and the regulation indicating changes have been accomplished. Advise all personnel concerned accordingly.

  
Fred Smith, Commissioner