



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Photo Identification Policy		Approved by: Chief Jeffrey R. Stien	
POL # 30	Draft Date: 11/06/2010	Revision Date: 4/24/2012, 11/13/14	Effective Date: 05/07/12, 11/13/14

PURPOSE: The purpose of this policy is to establish a means of appropriately identifying Mukwonago Fire Department personnel when interacting with personnel from other community departments and the general public.

SCOPE: This policy/procedure is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the officer in charge of the incident who will be responsible for the results of any deviation.

- A. Photo identification cards are the property of the Mukwonago Fire Department and are issued to all active personnel of the Mukwonago Fire Department to for official use only and are never to be presented for personal use.
- B. At no time will inactive personnel be permitted to be in possession of Mukwonago Fire Department photo identification.
 - 1. Personnel going on a leave of absence must surrender their photo identification at the start of the leave of absence. Photo identification shall be reinstated to personnel returning to duty.
 - 2. At the time of termination (resignation, retirement, or involuntary termination), the photo identification must be surrendered to the Fire Chief or his/her designee.
- C. At minimum, the photo identification cards will contain the following information on the front of the card:
 - 1. Mukwonago Fire Department logo
 - 2. Current picture of Mukwonago Fire Department personnel
 - Uniform dress

- No hats or head gear
 - 3. Personnel's full name
 - 4. Rank/Title
 - 5. Expiration date will be a maximum of 4 years or by the recommendation of Waukesha County Emergency Management
- D. Initial issuance of the photo identification cards will come with an easily break-away lanyard for photo identification card display.
- E. Photo identification cards will be immediately updated to reflect changes in personnel status, rank/title, name, etc.
- F. Personnel must report lost or stolen photo identification to the Officer in Charge immediately.
- G. Photo identification cards shall expire a maximum of 4 years or by the recommendation of Waukesha County Emergency Management.
- H. Photo identification must be worn in plain sight, with the picture showing, at all times when officially representing the Mukwonago Fire Department during a non-emergency public appearance. Such instances include but may not be limited to the following:
- 1. Conducting fire inspections, sprinkler system tests, etc.
 - 2. Public safety presentations
 - 3. Parades
 - 4. Open house, annual exposition
 - 5. Home safety inspection
 - 6. Any other occasion where personnel would expect to encounter the public
- I. Photo identification does not have to be worn on emergency calls however personnel must have the photo identification on their person and available for presentation at any time. This identification becomes extremely important for entry into any disaster or mass casualty incident during which the permit system has been implemented.
- J. Mukwonago Fire Department photo identification shall not be worn during business/ public appearances for Mukwonago Fire & Rescue, Inc.
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