

Guide to Judiciary Policy

Vol. 8: Probation and Pretrial Services
Pt. H: Safety and Firearms

Ch. 6: Credentials and Badges

(*Note: No [unauthorized](#) disclosure of this policy guidance outside the judiciary is permitted.*)

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§ 610 Overview

United States probation and pretrial services officers and officer assistants use credentials and badges to identify themselves. Credentials and badges must be issued and used according to the guidance set forth in this chapter. For procedures related to credentials and badges, **see:** [Human Resources Manual, Chapter 13 \(Law Enforcement Officers\), Section 8 \(Badges and Credentials\)](#).

§ 615 Definitions	
Badge	A custom-designed metal emblem used for identification with the agency seal, agency name, officer or officer assistant position title, and a unique number.
Certification or certify	The process by which the authorizing person signs the credential card certifying that the bearer has been appointed as an officer or officer assistant.

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§ 615 Definitions	
Commemorative	A badge or emblem created to commemorate a significant historical milestone of the agency and is not the official badge of the agency.
Credentials	A set of custom-designed cards used as identification with the officer's photograph, signature, authority to perform duties, certifying signature, and unique number.
Issuance or issue	Preparing or purchasing the credential cards and badges.

§ 620 Credential and Badge Authorized Use

Officers and officer assistants are to use credentials and badges for official business only and must carry their credentials and badges on their persons when performing official duties.

§ 620.10 Credential and Badge Authorized Use Exception

- (a) The chief probation officer may make an exception to the authorized use set forth at § 620 (Credential and Badge Authorized Use) for qualified law enforcement officers who choose to carry a privately-owned concealed firearm off duty as a private citizen under [18 U.S.C. § 926B](#) (Law Enforcement Officers' Safety Act of 2004). Before an exception is made, the chief and the officer should be familiar with this law.
- (b) The use of credentials off duty is permitted for identification purposes only under this law.

§ 620.20 Concealing Badges from Public View

Except in appropriate circumstances related to an officer's safety or a special circumstance approved by the chief probation or pretrial services officer, officers should conceal badges from public view.

§ 625 Issuing and Certifying Credentials and Badges

- (a) Credentials
 - (1) The AO's Probation and Pretrial Services Office (PPSO) issues credentials for officers and officer assistants.
 - (2) The chief probation or pretrial services officer certifies credentials for officers and officer assistants.

- (3) The PPSO Chief certifies credentials for probation and pretrial services chiefs.
- (b) Badges

The chief probation or pretrial services officer issues badges to officers and officer assistants.

§ 625.10 Issuing Additional Badges for Officers Carrying Firearms

- (a) Chief probation or pretrial services officers may issue an additional badge with the same identification number as the assigned badge to officers who are authorized by the district court to carry firearms.
- (b) The officer should wear one badge on the belt next to the firearm or close to it to help identify the officer to other law enforcement officers to avoid accidental arrest or injury.

§ 625.20 Privately Purchasing Badges

- (a) Officers or officer assistants may not privately purchase badges representing federal probation or pretrial services.
- (b) An exception to this restriction is the private purchase of PPSO-approved commemorative badges.

§ 630 Safeguarding Credentials and Badges

Due to security concerns and the grave potential for misuse if credentials or badges are lost or stolen, United States probation and pretrial services employees must treat credentials and badges with appropriate care.

- (a) Chief probation and pretrial services officers are responsible for the validation and security of official credentials and badges.
- (b) Each officer and officer assistant is responsible for safeguarding his or her credentials and badge(s) against loss, theft, or possible misappropriation.

§ 630.10 Storing Credentials and Badges

- (a) New credentials and badges or excess credentials and badges pending destruction or presentation as an award must be stored in a locked, secured area removed from public access.
- (b) Officers and officer assistants must carry their credentials and badges on their person and not leave or store them in a manner that may risk

unauthorized access such as on a desk, in the passenger compartment of an unattended vehicle, or in an unattended gym bag or briefcase.

- (c) When credentials or badges are not being used for an extended period of time, such as when the officer or officer assistant is on leave or when there is a risk of loss or theft, the credentials and badges must be secured in the office or at the officer's or officer assistant's residence in a locked cabinet, safe, or other equally secure location.

§ 630.20 Misuse of Credentials and Badges

- (a) Careless handling, abuse, misuse, or intentional misrepresentation of official credentials and badges by United States probation and pretrial services employees may be cause for administrative or disciplinary action including: suspension, reassignment, or removal from federal service.
- (b) Producing, issuing, or certifying credentials and badges representing the United States courts or the United States probation and pretrial services system for unauthorized purposes may be punishable under federal law.

§ 630.30 Reporting Missing or Stolen Credentials and Badges

United States probation and pretrial services employees must immediately report missing or stolen credentials and badges to the chief probation or pretrial services officer and follow the procedures set forth in [Human Resources Manual, Chapter 13 \(Law Enforcement Officers\), Section 8 \(Badges and Credentials\)](#).