

<b>SUBJECT:</b>	<b>IDENTIFICATION</b>
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**AGENT IDENTIFICATION**

- A. The North Carolina State Bureau of Investigation credentials and badge represent the official identity of an Agent of the Bureau. Only currently issued and authorized credentials and badge will be used for official duties.
- B. Agents will present their badge and/or credentials for inspection when introducing themselves while in the performance of official duties. This introduction will be accomplished in a polite and professional manner.
- C. Credentials should be protected against soiling and preserved to look professional. No addition, correction, or alteration shall be made to the credentials or folder. The credential cards will not be separated from the issued credential folder. The badge will be carried on the issued carrier.
- D. Unsightly or damaged credentials or badge will be exchanged.
- E. No other items may appear in the credential wallet for display with official credentials.
- F. All identification items will be safeguarded and protected to prevent loss or theft.
- G. While participating in raids, searches, arrests, or other operations involving confrontation with subjects or suspects capable or likely to resist arrest or where police actions may require officers present to be plainly identified for their own safety and benefit, an approved badge, patch or other emblem will be prominently displayed. This shall also apply in cases where local police regulations and procedures require visible identification of law enforcement personnel.
- H. When an Agent's credentials, badge or other official identification is lost or stolen, the Agent shall immediately notify the Special Agent in Charge. A memorandum detailing the loss will be submitted within ten (10) working days to the Director with copies to the appropriate Assistant Director, the Agent's Special Agent in Charge, and the Supervisor of Logistics Support Section. The Special Agent in Charge will ensure a diligent effort is made to recover the lost or stolen credentials, badge or other official identification to include filing a police report with the appropriate jurisdiction.
- I. Any Agent who, by virtue of an assignment, is not able to have his credentials on his/her person will be watched, covered, or assisted by an Agent who is in

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possession of official identification or by a local police officer who knows the identity of the Agent.

- J. No Agent will make unauthorized or unofficial use of Bureau identification for purposes of personal benefit or to avail themselves of any gratuity or gain of recognition or prestige not related to the performance of official duties.
- K. Agents will not allow or permit any other person to use issued credentials or other Bureau identification for any purpose.
- L. Unless prior approval is received from the Director or designee, no Agent will represent themselves to be an officer or Agent of any other law enforcement agency. Non-sworn Bureau employees will not represent themselves as Agents in any manner.

#### **FICTITIOUS DRIVER'S LICENSE**

- A. To request a fictitious license, an Agent must explain the need in writing and submit a request to the Director with a copy to the appropriate Assistant Director. The request should include the Agent's driver's license number, race and sex as well as the requested fictitious name, street address, city, state and zip code. If approved, the Director's office will contact the appropriate Special Agent in Charge and then make an appointment with the Chief License Examiner in the Division of Motor Vehicles.
- B. The requesting Agent will obtain the completed request form from the Director's Office on the day of the appointment prior to going to the Division of Motor Vehicles. There, the Agent will be given the fictitious license and the completed request form will be returned to the Bureau by the Division of Motor Vehicles.
- C. Although the license may be in a fictitious name, the Division of Motor Vehicles cross references the fictitious license with the legitimate license.
- D. A fictitious license will be presented only for the purpose of facilitating Bureau business.
- E. If it is necessary to use a fictitious license for identification in any manner concerning a Motor Vehicle Law violation, the Agent will contact the appropriate Special Agent in Charge who will notify the Director and the appropriate Assistant Director as soon thereafter as possible and follow up with a memorandum setting

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forth the circumstances surrounding the usage.

- F. A fictitious operator's license shall not be used to avoid the consequences of an illegal act.
- G. The license is Bureau property and should be surrendered immediately to the Director upon its expiration or when no longer utilized by the Agent.

#### **FICTITIOUS VEHICLE REGISTRATION**

- A. A change of fictitious registration of a Bureau owned vehicle may be obtained if an Agent has a demonstrated need.
- B. Special Agents in Charge are responsible for making such a request in writing to the Director with a copy to the appropriate Assistant Director, and will include the current license number, vehicle identification number (VIN), and the fictitious registration desired.

#### **FICTITIOUS SOCIAL SECURITY NUMBERS**

A fictitious Social Security number may be obtained for an Agent when requested by the Special Agent in Charge in writing to the Assistant Director of Field Operations.

#### **LABORATORY FACILITY IDENTIFICATION CARD**

- A. Every permanent Bureau employee assigned to a Crime Laboratory facility will be issued a personal, photo identification access card. The card will be worn in a visible manner at all times the employee is present in any Bureau facility.
- B. Based upon the recommendation of the employee's Special Agent In Charge or Supervisor, and as approved by the Assistant Director of Crime Laboratory Services, the access card will be programmed to allow access to controlled areas within the Raleigh laboratory facility as required.
- C. At no time will an employee loan his/her assigned access card to another individual.
- D. Lost or stolen employee access cards must be reported in

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writing to the appropriate Special Agent In Charge or Supervisor immediately. The Special Agent In Charge or Supervisor will immediately notify the Assistant Director of Crime Laboratory Services, who will take the necessary action to have the card information deleted from the laboratory facility security system. At the discretion of the Assistant Director of Crime Laboratory Services, employees may be charged for the cost of a replacement facility access card.

**EMPLOYEE IDENTIFICATION**

- A. Whenever a Bureau employee is at a Bureau facility, the employee will display a photo identification access card while in the facility.
- B. No employee will use a Bureau photo identification access card for any type of personal use or benefit.