

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES**



Department on Disability Services	Policy Number: 2012-DDA-QA 5-22
Responsible Program or Office: Quality Assurance Division Incident Management and Enforcement Unit	Number of Pages:  3
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Supersedes Policy Dated: N/A	
Cross References and Related Policies: N/A	
Subject: Issuance and Use of Official DDS/IMEU Badge	

**1. PURPOSE**

The purpose of this policy is to establish the standards and guidelines by which the Department on Disability Services (“DDS”), will issue badges to Incident Management and Enforcement Unit (“IMEU”) investigators and the supervisory investigator and will govern the use and surrender of issued badges.

**2. APPLICABILITY**

This policy applies to all IMEU Investigators and the Supervisory Investigator.

**3. AUTHORITY**

The authority for this policy is established in the DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*).

**4. POLICY**

**A. Issuance of IMEU Badge**

The general reputation, credibility, and professional image of DDS depends in part on the actions of each Investigator and Supervisory Investigator of the DDS/IMEU. Daily contact by the Investigators and Supervisory Investigator with the general public,

provider community, government agencies, law enforcement personnel, courts, and others, is an opportunity to create and maintain a professional image and reputation. Investigators and the Supervisory Investigator will be issued an IMEU badge to assist them in conducting their duties by representing their authority to conduct investigations. Investigators and the Supervisory Investigator are granted a high level of trust in receiving and carrying the IMEU badge and are expected to demonstrate the highest degree of professionalism in all situations where the badge is carried or displayed.

IMEU Investigators and the Supervisory Investigator will not display or use the issued badge except while conducting and in the furtherance of official government business. Unauthorized use of the badge by anyone other than the Investigator or Supervisory Investigator to whom it was issued may result in disciplinary action up to and including termination of employment. Inappropriate use of the badge by the Investigator or Supervisory Investigator authorized to carry the badge for a purpose other than the investigation of a DDA incident or other duly assigned investigation may result in disciplinary action up to and including termination of employment.

#### **B. Surrender of Badge**

Investigators or the Supervisory Investigator who are placed on disciplinary or performance-based suspension, regardless of the infraction, or who are placed on administrative leave related to an disciplinary or performance investigation or pending personnel action, are required to surrender their IMEU badge to their supervisor before serving the suspension or being placed on administrative leave. Investigators and the Supervisory Investigator will surrender the IMEU badge immediately upon termination of employment.

If for any reason the Supervisory Investigator believes that surrender of the badge by the Investigator is not in the best interest of the agency, the Supervisory Investigator may request a waiver of the requirement from the Quality Improvement Manager. Such requests shall be made in writing and set forth the reasons for the waiver request, and the response shall be in writing. The Human Capital Administrator will be provided with a copy of the written response from the Quality Improvement Manager. The IMEU Supervisory Investigator shall return to the Investigator the IMEU badge upon the Investigator's return to duty unless otherwise directed by the Quality Improvement Manager or the Human Capital Administrator.

#### **C. Loss or Theft of Badge**

The loss or theft of the badge will be reported to the IMEU Supervisory Investigator immediately but not later than the close of the business day or within 24 hours of the loss or theft. All lost or stolen badges will be reported by the IMEU Supervisory Investigator to the Metropolitan Police Department, the Office of the Attorney General, the DDS General Counsel, the Quality Improvement Manager, and the Human Capital Administrator.

If it is determined that the loss or theft of the badge was a result of employee negligence, then the Investigator or Supervisory Investigator will be required to reimburse DDS for the value of the badge and may be subject to disciplinary action.

*Laura L. Nuss*

Laura L. Nuss, Director

*5/22/12*

Approval Date

