


<b>SHELBYVILLE FIRE &amp; RESCUE STANDARD OPERATING PROCEDURES</b>		
	<b>SECTION: Membership</b> <b>SUBJECT: Identification Cards</b>	S.O.P: 102.02
		PAGE: 1 of 1
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012  <b>Revision Date:</b>

***Purpose:***

During the normal course of duties, it is important to have identification that represents you as a member of the Shelbyville Fire Department. I.D. cards have an emergency light and siren permit on the back for those members released by the Chief and must be with you at anytime you are operating a vehicle in an emergency status.

***Procedure:***

***I. General***

Before a member is released to respond on alarms for the SFD, he/she will be issued an identification card. His/her picture, name, address, date of birth, date of issue, and the signature of the individual will appear on the front of the card. As mentioned above, the back of the card will have the red light and siren permit. It basically states that the member has the permission of the chief to have and use emergency equipment, including portable radio/pager.

***II. Issuing New Cards***

*New I.D. Cards may be requested for the following:*

- 1) Promotions or Demotion
- 2) Lost or stolen
- 3) Damaged or worn beyond legibility
- 4) Retirement