

BADGES

1520

(No. 34 Nov. 1994)

Employees in approved classifications will be issued badges commensurate with their classifications for the duration of employment in those classifications irrespective of movement to another unit within CDF. Each badge issued requires an "Advice of Items Loaned" form CDF-79, signed by both the issuing officer and the employee. CDF identification cards are to indicate the number of the badge assigned and must be re-issued when a change in badge number or status occurs.

Badges will be surrendered to an employee's supervisor when the employee (1) separates from CDF, (2) incurs a change in employment which no longer requires a badge, or (3) receives a promotion thus requiring a different badge. The bottom portion of the form must be completed and accompany the returned badge. If the employee receives a new badge, a new form CDF-79 must be completed.

The supervisor will immediately forward a recovered STAR badge (with corresponding paperwork), to Sacramento Business Services. If the recovered badge is a shield type, notification to the appropriate region office is required. Shield badges recovered within Sacramento Headquarters will be returned to Sacramento Business Services.

Star badges are not reissued. If a retiring employee doesn't wish to have his/her badge upon retirement, the badge must be returned to Sacramento Business Services. The source of funding has no effect on this policy. No matter who paid for the star badge, it must be returned to Sacramento Business Services.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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