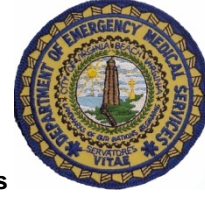




Virginia Beach Department of Emergency Medical Services



## GENERAL DEPARTMENT ADMINISTRATION

### SYSTEM OF IDENTIFICATION POLICY

**PURPOSE:** The purpose of this policy is to provide a citywide identification system for all members of the Department of Emergency Medical Services.

**APPLICABILITY:** This policy shall apply to all members of the Department of Emergency Medical Services.

**POLICY STATEMENT:** It shall be the policy of the Department to provide standardized identification cards for use by all members of the organization in compliance with the City's Identification Administrative Directive.

### GENERAL PROCEDURES

A member shall prominently display their departmental identification card any time he or she is engaged in official activities in the field, training or station setting.

When on duty, the card will be worn on the right side hanging from the collar, shirt pocket, epaulet or on a lanyard. The photograph side of the ID card shall always be visible regardless of provider, student or intern status.

ID cards are not to be modified in any way without approval from the EMS Chief.

ID cards shall be returned upon expiration or at the request of the EMS Chief or his designee.

All department-issued ID cards will include the following:

- Member name
- Color photo
- Authorizing signatures
- City Seal

- Expiration date (specific for each position)

## **PATIENT CARE PROVIDERS**

All career and volunteer EMS personnel with the exception of firefighters will be issued a Department of EMS ID card containing the following additional information:

- Certification level
- Icons indicating any special qualifications (i.e. Marine Medic, Flight Medic, FTO, etc)
- Certification number & authorization to practice statement
- Bar coded certification number
- Primary EMS agency affiliation
- Expiration date corresponding to the certification date

## **NON-PATIENT CARE PROVIDERS**

All career and volunteer members not certified to provide patient care will be issued a Department of EMS ID. These members may include administrative staff and volunteers, Support Team or special operations personnel. The ID card shall contain the following additional information:

- Membership classification
- Primary EMS agency affiliation
- Expiration date two years from date of issue

## **OFFICERS**

All officers from the level of Assistant Squad Commander thru Chief of the Department will be issued a Department of EMS ID card containing the following additional information:

- Rank
- Certification level
- Bar coded certification number
- Primary EMS agency affiliation
- Expiration date corresponding to certification date

Chief Officer cards will include star icons as follows:

- 5 stars = EMS Chief
- 4 stars = Deputy Chief
- 3 stars = Division Chief

- 2 stars = Brigade Chief

## **VOLUNTEER RECRUITS**

Recruit volunteers will be issued a unique red color Department of EMS ID card with a one year expiration date.

## **BLS STUDENTS**

Students in BLS certification courses will be issued a unique yellow Department of EMS ID card with a seven month expiration date.

## **BLS INTERNS**

BLS interns with Virginia OEMS certification will be issued a unique orange Department of EMS ID card. The card will indicate the level at which the member is certified. The card's expiration date shall match the expiration date of the member's EMS certification.

## **ALS STUDENTS (Field internship)**

ALS students will be issued a yellow student ID supplemental card. The card will indicate the level at which the member is currently under instruction and the term "STUDENT". Students will place this card directly behind their Patient Care photo ID for verifying their active training status. Students may only display this card when they are in an active and in-session course of instruction.

## **ALS INTERNS (ALS release process – strict supervision)**

ALS interns will be issued an orange intern ID supplemental card. The card will indicate the level at which the member is currently certified and under strict supervision working towards ALS release and the term "INTERN". Interns will place this card directly behind their Patient Care photo ID for verifying their active intern status. ALS intern cards will expire one year from date of issue.

## **ORDERED:**



1/11/2017

EMS Chief

Date