



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Use of Department Insignia*

Number: *809-A*

Effective Date: *October 23, 2002*

Revised Date: *June 14, 2024*

Rescinds: *809 - Department Patches*

Dated: *10/23/2002*

Approved By: _____

Approved By:

I. PURPOSE

The purpose of this General Order is to establish guidelines for the creation, use, and control of items containing the department insignia.

II. DEFINITIONS

- A. **Badge:** The badge of the Myrtle Beach Police Department is a device or accessory approved by the Chief of Police that may be presented or displayed to indicate a symbol of authority granted by taking an oath.
- B. **Insignia:** The Insignia of the Myrtle Beach Police Department include the Badge, Patch, and any use of phrases containing, "Myrtle Beach Police Department" or "MBPD".
- C. **Patches:** Any patch or related item established as official and approved uniform accessories of the Myrtle Beach Police Department.

III. PROCEDURE

- A. **Creation of products containing a Myrtle Beach Police Department Insignia.**

Any person intending to create any Challenge Coin, T-Shirt, Hat, or any other Product containing any insignia of the Myrtle Beach Police Department must first obtain written permission from the Chief of Police by following the approval process below:

1. Submit a proposal to the Support Services Division Commander that includes:

- i. A mock-up of the design,
 - ii. Type of product (i.e. coin, t-shirt, etc.),
 - iii. Estimated cost of set-up and production along with the Person/Group responsible for payment,
 - iv. Number of pieces being produced,
 - v. The reason for the product, and
 - vi. If the intent is to sell the product, then identify how the proceeds will be used.
2. The Support Services Division Commander will plan a date to discuss the proposal during an Executive Command Staff Meeting and may invite the requestor to attend the meeting.
3. The members of the Executive Command Staff will make a non-binding recommendation to the Chief of Police to either approve, disapprove, or modify the proposal.
4. If the City Seal is part of the design, the proposal will be forwarded to the City Manager for approval.
5. The Chief of Police will make a final determination of approval or disapproval and respond to the requestor in writing.

B. Patches.

1. Personnel are prohibited from utilizing uncirculated (new) patches for any purpose other than attachment to their issued uniforms unless approved by the Chief of Police.
2. Uncirculated (new) patches will be stored, maintained and accounted for by the Property and Evidence Section of the Support Services Division.
3. Used patches no longer needed for or suited for uniforms will be collected by the Property and Evidence Section. Personnel requesting patches for patch exchanges or other uses will submit a request in writing to the Support Services Division Commander for approval. Documents of request will be maintained by the Support Services Division Commander for a period of three (3) years.
4. Personnel involved in patch collection and exchanges are prohibited from utilizing city resources (postage, envelopes, etc.) to further this personal activity.

5. Special requests for uncirculated (new) patches for plaques, presentations or other exceptional circumstances will be made to the Chief of Police in writing.