94-001 Issuance of Business Cards

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

ISSUANCE OF BUSINESS CARDS

PURPOSE

The purpose of this directive is to establish procedures and responsibilities regarding departmentally approved business cards.

DEPARTMENT PERSONNEL RESPONSIBILITIES

Upon request, Department personnel shall provide a departmentally approved business card, without protest. Business cards must meet the guidelines as established by Manual of Policy and Procedures section 3-01/110.45, "Business Cards." All business cards shall also have the Department's "Core Values" printed on the reverse side.

All Field Operations, Special Operations, and Detective Division units shall order and maintain on hand a sufficient number of non-personalized unit business cards or provide personnel with computer business card stock to be used to print business cards through the computer. On all non-personalized unit business cards, personnel shall either type, write (legibly), or stamp their name on the business card in the space provided for this purpose. Personal may purchase personalized business cards to dispense. These cards shall meet the requirements of this directive and the Manual of Policy and Procedures section 3-01/110.45. Additionally, they must reflect the member's current unit of assignment.

UNIT COMMANDER RESPONSIBILITIES

Unit Commanders shall ensure that their personnel carry at all times a sufficient quantity of business cards to accommodate all requests. During periodic personnel inspections, supervisory personnel shall check for compliance of this directive.

All units that have a desk area for the public shall additionally maintain a sign (black background with white lettering) in this area with the following message.

ALL DEPARTMENT PERSONNEL SHALL PROVIDE A BUSINESS CARD BEARING THEIR NAME UPON REQUEST.

BUSINESS CARDS SHALL NOT BE USED BY ANY PERSON WITH THE INTENT TO INFLUENCE LAW ENFORCEMENT OFFICER DISCRETION.

This sign shall be printed in English, Spanish and any other language that is predominantly used in the unit's area.

Please direct questions regarding this policy to Field Operations Support Services.