

## 86-043 Ordering and Control of Identification Cards/Biographical Information Forms for Contract City Officials

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Los Angeles County Sheriff's Department

### FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

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### **ORDERING AND CONTROL OF IDENTIFICATION CARDS/BIOGRAPHICAL INFORMATION FORMS FOR CONTRACT CITY OFFICIALS**

The purpose of this directive is to establish procedures for the ordering and tracking of contract city official identification cards and the completion of biographical information forms.

#### **ISSUANCE OF CITY OFFICIAL IDENTIFICATION CARDS**

Contract city managers and city officials are issued identification cards by Contract Law Enforcement Bureau (CLEB). The cards provide a means for identifying contract city officials during emergencies or disasters within their represented jurisdictions. The identification cards do not bestow any peace officer powers to the holder. City managers and elected contract city officials may possess identification cards.

#### **CONTRACT LAW ENFORCEMENT AND STATION COMMANDER FUNCTIONS**

To enhance accountability, CLEB maintains an automated tracking program to ensure accurate processing and issuance of identification cards. This tracking program contains a biographical information system which is accessible by authorized station personnel.

Station commanders serve as the immediate liaison with the contract city managers in their station areas, forwarding identification card requests to CLEB for processing. Station commanders should ensure their city officials' biographical information has been entered into CLEB's biographical tracking program by their staff. Station commanders also deliver the Sheriff's city official identification cards to the city managers for issuance to elected city council members.

#### **ORDERING IDENTIFICATION CARDS FOR NEW CONTRACT CITY OFFICIALS**

Upon receiving a written request for identification card(s) from a city manager, station commanders must complete a City Official Identification Card Order Form and submit it to CLEB along with the city official's biographical information form, a digital photograph and, if applicable, their expired identification card. If the city officials are unable to return their expired identification cards, a lost or stolen report will need to be filed at the station, and a copy must be submitted to CLEB with the request.

The biographical information form should be completed by city officials when first elected or appointed and updated when re-elected. City officials have the option to decline completing the biographical information

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form. For tracking purposes, patrol station staff should notify their respective CLEB sergeant when a city official declines to provide the information. Should a city official decline to complete the biographical information form, an identification card will not be issued.

Upon receiving all requirements, CLEB will issue the identification card and will forward it to the station commander for delivery to the city manager.

**RETRIEVAL OF CITY OFFICIAL IDENTIFICATION CARDS**

When a city official leaves office, the station commander should contact the city manager to obtain the departing official's identification card. The identification card shall be forwarded to CLEB.

The identification card is the property of the Sheriff's Department and shall be surrendered by the outgoing official. A new identification card will be provided to the new official at no charge.

**CONTRACT LAW ENFORCEMENT BUREAU RESPONSIBILITIES**

CLEB will coordinate all identification card requests through the station commanders and will not accept requests for identification cards directly from city managers.

**ATTACHMENTS:**

CONTRACT LAW ENFORCEMENT BUREAU CITY OFFICIAL IDENTIFICATION CARD ORDER FORM:

<http://lasdweb/sites/eForms/Documents/City%20Official%20ID%20Order%20Form.pdf>

CONTRACT CITY OFFICIAL BIOGRAPHICAL INFORMATION SHEET:

<http://lasdweb/sites/eForms/Documents/City%20Official%20Biographical%20Form.pdf>

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