Training Bulletin 6- Identification Cards & Biographical Information for City Officials

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

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Identification Cards & Biographical Information for City Officials

Guidelines for Eligibility, Ordering, and Control

Purpose

The purpose of this bulletin is to provide guidelines for ordering identification cards for contract city officials.

Introduction

Contract Law Enforcement Bureau is responsible for the issuance and tracking of identification cards for contract cities. Identification cards provide a means for identifying city officials during emergencies or disasters within their respective jurisdictions. The identification cards do not bestow any peace officer powers to the holder.

Procedures

The Station's Unit Commanders serve as the immediate liaison to their contract city officials for the issuance of identification cards.

Prior to submitting the request to Contract Law Enforcement Bureau, the Station Commander should ensure that the official's biographical information from has been completed.

Should a city official decline to complete the biographical information sheet, an identification card will not be issued.

Biographical Information

The purpose of the biographical information is to provide the Sheriff with the city official's contact information, should the Sheriff wish to disseminate correspondence or contact the city official directly.

The biographical information form should be completed by city councilmembers when first elected or appointed and updated when re-elected. City managers should complete the biographical information form upon appointment and have it updated every four years. City officials have the option to decline completing the biographical information form. Patrol Station staff should notify Contract Law Enforcement Bureau when a city official declines to provide the information.

Identification Card

Upon receiving a written request from a city manager, Station Commanders should comply with the request by submitting an order form and a copy of the city's request to Contract Law Enforcement Bureau.

Along with submitting the identification card order form and biographical information sheet, a digital color photograph of the official shall be included.

Once the identification card order form, biographical information sheet, and digital color photograph are submitted, Contract Law Enforcement Bureau personnel will create an identification card and forward it to the Station's Unit Commander to deliver to the city official.

When a city official leaves office, the Station's Commander shall request that the identification card be returned and once received, shall forward it to Contract Law Enforcement Bureau for disposal. The identification card is the property of the Sheriff's Department and shall be surrendered upon demand.

In addition to coordinating the ordering and the issuance of identification cards, Contract Law Enforcement Bureau maintains a *tracking program* which accounts for all city official identifications cards.

All requests for identification cards will be coordinated through the concerned Station Commanders. Contract Law Enforcement Bureau will not accept orders directly from city managers.

If you have any questions concerning this bulletin, please contact Contract Law Enforcement Bureau personnel at (213) 229-1647.

Reference(s)

Field Operations Directive 86-43, revised 04/2016

City Official Biographical Form

City Official Identification Card Order Form

City Official ID Example:

