

20-27 Graphics Projects Requests

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

EXECUTIVE DIVISION

SHERIFF'S INFORMATION BUREAU

Unit Order:

20-27

Effective Date:

04-15-2020

Subject:

Graphics Projects Requests

Reference:

N/A

PURPOSE OF ORDER

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for graphics specialists.

SCOPE OF ORDER

There are many events which occur throughout the County of Los Angeles on a daily basis, wherein the Sheriff or a designee of the Sheriff are representing the Department and graphics and artwork for the event are requested or desired. The SIB unit commander has the ultimate discretion to handle the graphic projects and final approval. The SIB unit

commander should also be made aware of all graphic projects being produced on behalf of the Sheriff.

To help facilitate this process and the assignment of graphic specialists, a new form has been created. This form will allow SIB and the graphic Arts Unit to track graphic art requests, account for graphic projects that are being made, calendar events and requests and note where the various media is being maintained or stored. The form will serve as a means for the graphic arts specialists to prioritize requests and/or events and will provide awareness to the SIB unit commander. **Requests made by the Office of the Sheriff shall have priority.**

In addition to completing and submitting the form and awaiting approval, the graphic art specialists are reminded to obtain waivers when necessary, especially, but not limited to, when the graphic shows juveniles and/or inmates. Objections made by any Department member should be noted and relayed to an SIB supervisor at the time the graphics are provided to SIB. The context of this order and the use of the request form applies to ALL graphic arts projects being requested to cover LASD or outside agency related events. Its intent is to provide direction and procedures for documenting the complete scope of any graphic arts requests, events, or projects from entities throughout the Department or those involving outside agencies.

ORDER

When there is a request for graphic art or SIB personnel become aware of any graphic art project involving or requiring an official County/Department graphic art specialist, volunteer or otherwise, they shall provide the requesting entity with the **“Graphics Request Form”** or complete the form themselves and submit it to the SIB Audio and Visual (SIBAudioandVisual@lasd.org) e-mail group for processing.

The SIB graphic arts unit, or other SIB staff will notify the requesting party as to whether or not the event or project will be permitted or a graphic artist assigned. They will ensure it is added to the tracking database once approved. All graphic projects of the Sheriff and the Department or its members shall be submitted to the SIB Media Group for final review, editing and approval before being published or distributed.

The **“Graphics Request Form”** can be provided by SIB or found in the LASD Document Center at the following link: <http://lasdweb/sites/eForms/default.aspx>.

APPROVED BY: ON FILE

DATE: ON FILE
