


POLICY 106.6	OFFICIAL BUSINESS CARDS	
	REVISED: 6/98, 9/01, 02/05	RELATED POLICIES:
	CFA STANDARDS:	Reviewed: 02/05, 05/10

A. POLICY

It is the policy of the Fort Lauderdale Police Department to have standardized forms, including the business cards used by Department members.

B. PROCEDURE

1. Police Department business cards will be of a standard format, size, type, and kind. Employees are prohibited from using any other business card for City of Fort Lauderdale official police business. Business cards purchased by employees must conform to Department standards regarding size, color, City seal, and required information.
2. Official business cards for employees are available at Police Supply. There is no cost to the employee for business cards obtained at Supply.

C. FORMAT

Official business cards are required to have the following information:

1. Upper left corner: (City Seal) Red and Blue City Logo with Blue lettering. Employees with 10 or more years of service will now have the option of ordering business cards with a Gold logo and Black lettering on a White glossy card stock or recycled speckled card stock.
2. Lower right corner: Police Department Web site address
3. Upper right corner: City of Fort Lauderdale
4. Lower left corner: Police Department Address
1300 W. Broward Blvd.
Fort Lauderdale, Fl. 33312
5. Lower right corner:
Tel. (954) (as appropriate)
Fax (954) (as appropriate)
Pager () (as appropriate)
Cellular () (as appropriate)
_____@fortlauderdale.gov
6. Center:
individual's Name (top)
individual's Rank/Title (middle)
individual's Assignment/Unit
Fort Lauderdale Police Department
A CFA Accredited and CALEA Recognized Agency

7. Optional Information:
individual's City e-mail address (_____@fortlauderdale.gov)
individual's beeper or cellular phone numbers (below the fax number)
8. If an employee has a City e-mail address, the City's web address will no longer be included on the business card. City web address www.fortlauderdale.gov will be included when appropriate and will be located in the lower right hand corner of the card.
9. The card may be specific to the individual and their assignment (CPI Officer, Fraud Detective, etc.) or to their unit (Auto Theft Unit, CPI, Special Investigations, etc.) as approved by the Bureau Assistant Chief.
10. All cards will be printed in blue on white glossy card stock or recycled speckled card stock, except for the City seal.

D. REQUESTS AND ISSUANCE

1. Employees shall submit a business card request form via their chain of command.
 - a. The request shall include justification for the request and the specific information to be printed on the cards (other than that which is required). The City's Public Information Office will review any exceptions.
 - b. All employees will be able to secure a supply of generic City of Fort Lauderdale business cards at Police Supply. These cards will have a blank space for the employee's name and IBM number, as well as a case number. They will be similar in style to the standard card, but include a list of important phone numbers and/or other information.
2. Employees who currently possess business cards may use these cards until their supply runs out. All new orders of business cards will immediately conform to the above standard. It will be the employee's responsibility to order new business cards prior to the depletion of their supply.