PURPOSE: To state guidelines for obtaining and disbursing Cleveland Division of Police business cards.

POLICY: Division members shall use a standardized business card to project a professional image to the public and to members of other agencies.

PROCEDURES:

I. Upon request, business cards shall be provided to Command Staff Members and Section or Unit Officers-in-Charge (OIC). Other members may be provided business cards with the approval of the Deputy Chief in their chain of command.

   A. Members requesting business cards shall complete the requisition form C of C 71-64 and forward it through the chain of command to the Chief’s Office.

      1. A maximum of 250 cards may be ordered using the following format: full name (John P. Smith), rank (lieutenant), assignment (Bureau of …), Division of Police, 1300 Ontario Street, Cleveland, Ohio, 44113, (216) phone #, (216) fax #, city e-mail address. Other information shall not be printed on the card.

      2. After approval by the respective Deputy Chief and Chief, the form shall be forwarded to the Budget Unit for processing.

   B. Members shall be notified by the print shop when the business cards are complete.

II. Other Division members may utilize a generic business card available from the Supply Unit through the normal supply requisition process. The generic business card provides blank lines for members to write their name. Districts and units shall maintain a supply of generic business cards for members assigned there.

III. The Division does not authorize the use of any other business cards.