



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: June 27, 2006	EFFECTIVE DATE: April 15, 2014	NUMBER: 1.1.37
SUBJECT: BUSINESS CARDS		NO. PAGES: 1 of 1
CLASSIFICATION:		CHIEF OF POLICE: <i>Calvin D. Williams, Chief</i>

Substantive changes are in italics

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.