

Georgia Department of Public Safety Policy Manual

SUBJECT BUSINESS CARDS	POLICY NUMBER 7.04
DISTRIBUTION ALL EMPLOYEES	REVISION DATE 6/20/2016

7.04.1 Purpose

The purpose of this policy is to standardize the design and authorization of Departmental business cards.

7.04.2 Policy

It is the policy of the Department of Public Safety to provide Departmental business cards to qualified sworn and civilian members. Example cards are shown in Exhibit 7.04-1.

7.04.3 Procedures

A. Sworn Members

1. Sworn members holding the rank of Corporal through Colonel are authorized to have and distribute approved business cards.
2. Appropriate personnel may obtain their cards by request to the Printing Coordinator in Administrative Services.
3. Unless otherwise provided, uniform personnel below the rank of Corporal who wish to purchase cards must do so at their own expense through the department.
4. Uniform personnel not otherwise authorized for cards but who, because of their job function, routinely practice interaction with persons or groups where cards are regularly exchanged, may apply for approval to be issued cards through the chain of command to the Commissioner. Such requests must specify the reason cards are needed and the volume of distribution expected.

B. Civilian Members

1. Personnel at the Section Supervisor level or higher, including Chief Communications Equipment Officers are approved to have cards in the same manner as uniform members.
2. Any exceptions must be approved through the chain of command to the Commissioner.

- ### C. Personnel requesting the issuance of cards not routinely approved shall provide a copy for the Commissioner's approval. The printing coordinator shall file this approval along with the appropriate card request.

- D. All cards utilized, whether issued by the Department or purchased privately, must be uniform in appearance and shall conform to the samples in Exhibit 7.04-1.
- E. A facsimile of the badge will be displayed on cards issued to sworn uniform personnel. A facsimile of the department seal will be displayed on all other cards.
 - 1. Business cards issued to troopers and non-commissioned officers will have the badge printed using silver.
 - 2. Business cards issued to commissioned officers will have the badge printed in gold.