

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number **3303**

General Subject: Administration

Date Issued 1/23/95

Specific Subject: I.D. Cards, Business Cards,
and Badges, for the City
Council and the Appointed Members
of Commissions and the
Landlord-Tenant Mediation Board

Effective Date 1/24/95

Resolution No. **95-R005**

PURPOSE:

To define the conditions under which members of the City Council and appointed members of Commissions and the Landlord-Tenant Mediation Board are furnished identification cards, business cards, badges and parking permits, and the use thereof.

STATEMENT OF POLICY:

1. **Identification Cards:** The Secretary to the Chief Administrative Officer shall furnish each Councilmember a City identification card which states the name of the office held, term of office, and other pertinent data identifying the individual. The Secretary in the respective department assigned as staff to the Commissioners or Board members shall provide appropriate identification to each Commission or Board member.
2. **Business Cards:** The Secretary to each respective Commission and the Board shall obtain business cards for the respective members upon request. The Secretary to the Chief Administrative Officer shall obtain business cards for City Councilmembers.
3. **Badges:** One (1) badge may be issued to Council Members, and Commission and Board appointees if requested. The respective Commission and Board Secretaries shall order badges for their respective Members. Council badges shall be ordered through the Secretary to the Chief Administrative Officer as requested. Badges shall be standard in size, shall have a City seal in the center, and shall indicate the name of the Council, Commission or Board and the name of the member in blue letters on the gold-tone badge. Badges shall only be used for identification in the conduct of City business. If a badge is lost and replacement requested, the commission or board member shall pay for the replacement.

Upon vacating office, Council Members, Commissioners and Board Members shall return badges, business cards, and identification cards to the respective Secretary and parking permits shall be removed from the members' personal vehicles. Badges may be mounted on commemorative plaques and presented to the former member.

