


<b>POLICY 106.6</b>	<b>OFFICIAL BUSINESS CARDS</b>	
	REVISED: 6/98, 9/01, 02/05, 08/22, <b>01/26</b>	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED  <b>THIS VERSION EFFECTIVE DATE: JANUARY 30, 2026</b>

**A. POLICY**

It is the policy of the Fort Lauderdale Police Department for employees to use standardized business cards for official City business.

**B. PURPOSE**

The purpose of this policy is to describe the design and give guidance to employees regarding the request and issuance of Official Business Cards.

**C. PROCEDURE**

All business cards must conform to the Department's official specifications, including size, layout, paper stock, City seal, and required information.

**D. FORMAT REQUIREMENTS**

1. UPPER LEFT CORNER:

- a. Official City Seal in red, blue, and gold ink for employees with less than 10 years of service.
- b. Gold Foil Logo Stamp is an option only for those with 10 or more years of service.

2. UPPER RIGHT CORNER: All American City Logo

3. LOWER LEFT CORNER:

Police Department Address  
1300 W. Broward Blvd.  
Fort Lauderdale, Fl. 33312

4. LOWER RIGHT CORNER:

Tel. ( ) (as appropriate)  
Fax. ( ) (as appropriate)  
Cellular. ( ) (as appropriate)  
Email. \_\_\_\_\_ (@flpd.gov)

5. CENTER:

individual's Name (top)

individual's Rank/Title (middle)  
individual's Assignment/Unit  
Fort Lauderdale Police Department  
A CFA Accredited Agency

6. All cards will be printed on 100% white recycled cad stock
7. City branding only on back of business cards.

#### **E. REQUESTS AND ISSUANCE**

1. All requests must be submitted via email to the Police Supply Supervisor.
  - a. Request must include justification and all personalized information to be printed, excluding the basic requirements.
  - b. Business Card Request Forms are available online Under Department Documents.
2. Employees may obtain generic business chief cards from Police Supply. These cards will include spaces for the Employee's name, CCN, and Case number. They will match the standard design but also include a list of important phone numbers or other relevant information.
3. Employees who already have business cards may continue to use them until their current supply is gone. All new business card orders must follow the updated standard. Employees are responsible for ordering new cards before their supply runs out.