

# JACKSONVILLE POLICE DEPARTMENT

## BUSINESS CARDS OFFICIAL / PERSONAL

Policy: 4-5  
Effective: 01-01-09  
Revised: 04-19-19

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**PURPOSE:** To give guidelines for officers to use and obtain Jacksonville Police Department business cards.

**POLICY:** Business or personal cards which refer to this department shall be used by employees and officers only in connection with the performance of official duties. All business cards purchased by the individual must be approved by the Division Commander prior to purchase.



John C. Franklin  
Chief of Police