University of Maryland Department of Public Safety Manual of Rules and Procedures

Unit: 1.415 Effective: April 8, 1999 Replacement Edition: 030107

1.415 BUSINESS CARDS

- A. The only business cards agency employees are permitted to use and distribute in conjunction with their employment with the agency are those approved and purchased by the agency and in compliance with the University of Maryland's Visual Identity Program.
- B. Consistent with **1.930 Identification**, employees will reasonably and prudently give their business cards to persons with whom they have official contact.
- C. Consistent with 1.930.02 Providing Name and Identification, employees will politely give their names, ranks, identification numbers, business cards, and supervisors' names to persons when requested to do so, unless such actions are likely to jeopardize police operations or assignments.