

CLIFFORD W. GRAVES
GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



JAMES K. HAHN
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

Date: December 15, 2003
To: All L.A. Bridges II Contractors

From: John Chavez, Director
L.A. Bridges Division

DIRECTIVE

**SUBJECT: L.A. BRIDGES DIRECTIVE NO 03-01
L.A. BRIDGES II CONTRACTOR FIELD STAFF BADGES**

Effective immediately, L.A. Bridges II contractors will be responsible for issuing identification cards to all contractors' field staff employees. This new procedure will allow L.A. Bridges II contractors to issue badges on an as-needed basis for lost or damaged badges and for new field staff. This will reduce the need for staff to travel to CDD for identification cards.

Attached is a sample of the new badge for L.A. Bridges II field staff. Each lead contractor will be provided a computer disk with the new badge format and instructions on how to input information for the new badges.

Please note that the field staff badge no longer carries the L.A. City Seal or the CDD logo. This puts L.A. Bridges contractors in compliance with CDD policy and will minimize problems that could arise from improper use of the City Seal (LAMC section 63.108 "Imitating City Seal").

CDD will provide each LAPD division with a copy of the new badge to help officers identify L.A. Bridges II field staff. Please contact Zita Davis of my staff at 213-485-1706 with any questions.

Attachments:

Copy of L.A. Bridges II Badges
Instructions for L.A. Bridges II Badges



INTERVENTION SPECIALIST

PHOTO

AGENCY NAME

Staff Name

Staff Signature

L.A. Bridges Division Authorized Signature

Sponsored by the City of Los Angeles, Community Development Department, L.A. Bridges Division



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L.A. BRIDGES II

INSTRUCTIONS FOR BADGES

Items Needed:

Avery 5390 Insert refills for name badges
Plastic badges holders

*Items may be purchased at Office Depot

How to load program:

1. Once computer is on, Insert Bridge II Badge disk
2. Click "**Start**" button (Usually located in bottom left hand corner of computer screen)
3. Scroll to "**Documents**"
4. Click "**My Documents**"
5. In the address bar click the arrow pointing down
6. Scroll down to **3 ½ floppy (A:)** and click
7. Double click **Bridges II Badges** icon
8. Program will load with badges

How to insert information:

- A. Click above the Agency Name line
 - **Type in the name of your agency**
- B. Click above the Staff Name line
 - **Type in the staff's name**
- C. Print on Avery 5390 badge paper
- D. Place photo of staff on badge
- E. ***Only the Signature of the Executive Director of your agency or designate is authorized to sign the badges.***
- F. Staff signs under their photo