



Administrative Regulations

Number AR4-4
Issue 2

Subject: Displaying of City Seals on City-Owned Vehicles and Equipment Engaged in Official City Business

MEMORANDUM

September 28, 1987
to: All Department Heads
from: James C Hankla, City Manager
subject: Amendment to Administrative Regulation 4-4
Amendment to Administrative Regulation 4-4

Administrative Regulation 4-4 is amended as follows:

DISPLAYING OF CITY SEALS ON CITY-OWNED VEHICLES AND EQUIPMENT ENGAGED IN OFFICIAL CITY BUSINESS

V. EXEMPTION FROM REQUIREMENT FOR DISPLAY OF CITY SEAL ON CITY-OWNED VEHICLES AND EQUIPMENT

Exemptions to the standards set forth in Section IV of this regulation shall be authorized by the department head.

A. Authorization for Exemption

Requests to exempt City-owned vehicles and equipment from the requirement that the City Seal be displayed shall be in the form of a memorandum submitted by the department head to the Fleet Services Division. The memorandum shall contain the following information:

- Department and Division
- Omit Number and Description
- Justification for City Seal Exemption

Requests shall be submitted to Fleet Services by each department head prior to January 15th of each year. Subsequent to the preparation of the annual budget, listings of those units authorized to be exempted from the requirement that the City Seal be displayed shall be approved by the City Manager and forwarded to the Fleet Services Division.

B. Changes in Assignment/Replacement of Exempted Vehicles

If an exempted unit changes in assignment and/or use during the year, the change(s) shall be submitted by the department head to the Fleet Services Division.

cc: All Holders of Administrative Regulation Manuals

I. PURPOSE

The purpose of this regulation is to establish policies and procedures governing the displaying of City seals on City-owned vehicles and equipment engaged in official City business.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

Displaying of City Seals on City-Owned Vehicles and Equipment
Engaged in Official City Business

IV. POLICY

Every passenger motor vehicle, motor truck unit, and unit of automotive equipment owned by the City shall at all times have the official seal painted or imprinted on each side. No person shall operate any passenger motor vehicle or motor truck owned by the City if the official seal affixed to such vehicle is obscured from view in any manner. No person shall display on any unit of privately owned automotive equipment the official seal of the City or a facsimile of the seal whether permanently or temporarily affixed upon such vehicle.

The general program set forth in this regulation will be administered in accordance with the policies established by the City Manager, and it is the responsibility of each department head to enforce the provisions of this regulation as it relates to the vehicles and equipment of his/her department.

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A. Authorization for Exemption

Requests to exempt City-owned vehicles and equipment from the requirement that the City Seal be displayed shall be in the form of a memorandum submitted by the department head to the City Manager with a copy forwarded to the Fleet Services Division. The memorandum shall contain the following information:

- Department and Division
- Unit Number and Description
- Justification for City Seal Exemption

Requests shall be submitted by each department head prior to January 15th of each year. Subsequent to the preparation of the annual budget, listings of those units authorized to be exempted from the requirement that the City Seal be displayed shall be approved by the City Manager and forwarded to the Fleet Services Division.

B. Changes in Assignment/Replacement of Exempted Vehicles

If an exempted unit changes in assignment and/or use during the year, the change(s) shall be submitted to the City Manager with a copy forwarded to the Fleet Services Division