

**COUNTY OF MARIN**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**ADMINISTRATIVE REGULATION NO. 21**

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**SUBJECT:** MARIN COUNTY POLICY ON USE OF COUNTY BUSINESS CARDS AND COUNTY LETTER STATIONERY BY APPOINTED ADVISORY BODIES AND COUNTY EMPLOYEES

**EFFECTIVE DATE:** September 26, 2000

This regulation is issued pursuant to Chapters 2.08 and 2.84 of the Marin County Code and has been approved by the Board of Supervisors.

Definition

This regulation covers (I) Statement of Policy; (II) Authorized Use; (III) Unauthorized Use; and the enforcement of Administrative Policy 21 (IV).

**I. STATEMENT OF POLICY**

County letterhead stationery, and County business cards, may be used by County employees; and by persons appointed by the Board of Supervisors to a County board, commission, committee, task force or other advisory body; only when such County letterhead stationery or business cards are duly authorized for use, and only when such use is consistent with the duties of the employee or the purpose of the County advisory body.

No County employee; and no person appointed by the Board of Supervisors to a County board, commission, committee, task force or other advisory body; shall at any time make improper use of any stationery or business card appearing to constitute an official business card or stationery of the County of Marin.

**II. AUTHORIZED USE**

To the extent their use has been authorized, proper use of County letterhead stationery or business cards by County boards, commissions, committees, task forces or other advisory bodies is limited to communications with the Board of Supervisors and County officials; and functions and tasks associated with the administration of the board, commission, committee, task force or other advisory body (e.g., meeting notices and confirmations, room reservations, agendas, meeting minutes, etc.).

To the extent their use has been authorized, proper use of County letterhead stationery or business cards by a County employee is limited to official correspondence or informational exchanges made necessary or appropriate as a result of the nature and scope of the employee's official duties and responsibilities.

**III. UNAUTHORIZED USE**

An improper use of letterhead stationery or business card occurs under any of the following circumstances:

the letterhead stationery or business card was not authorized by the Board of Supervisors or its designee (i.e., the County Administrator in the case of an appointed advisory body, or a County department head); or

the letterhead stationery or business card was used by a person who was not authorized to use the stationery or business card (e.g., the person was not an authorized County employee; or an authorized member of a County board, commission, committee, task force or other advisory body); or

the letterhead stationery or business card was used for an improper or illegal purpose (e.g., to mislead or misrepresent, to create the appearance of authority where none exists, or to facilitate any harassing, unprofessional or inappropriate behavior or act); or

the letterhead stationery or business card was used in a manner that is inconsistent with the mission or purpose of the appointed advisory body, or that a reasonable person would anticipate to reflect poorly on the County of Marin.

#### IV. Enforcement

Violations of this policy shall be handled as follows:

A violation of this policy involving a County employee should be brought to the attention of the employee's appointing authority. Such a violation shall be cause for disciplinary action, the nature of which shall depend on the nature of the violation. Established procedures for disciplinary actions involving County employees shall apply; including compliance with the procedures of any applicable collective bargaining agreement with the employee's bargaining representative, the Personnel Commission Rules and Regulations, and the County Merit System Ordinance.

A violation of this policy involving a person appointed by the Board of Supervisors to a County board, commission, committee, task force or other advisory body should be brought to the attention of the County Administrator, who shall investigate the reported violation and report his or her findings to the Board of Supervisors. A violation may be cause for immediate removal of the person from their appointed position by the Board of Supervisors, or such other remedy as the Board may determine to be appropriate.