



## City of Riverside Administrative Manual

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Effective Date: 11/2013  
Review Date: 11/2016  
Prepared by: City Manager

Approved:

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Department  
*Scott C. RA*  
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City Manager

### SUBJECT:

## I. Non-Employee Use of Clothing with City Seal or Insignia

### PURPOSE:

The City of Riverside recognizes the constructive value of identifying citizen volunteers, including members of city Boards and Commissions, when such persons make public appearances in their capacity of City service.

This policy provides the guidelines for citizen appointees and volunteers when wearing any clothing displaying embroidery, patch, silk screen, or any symbol, text or design affixed to the clothing that indicates the wearer is affiliated with the City. For purposes of simplicity, the term "logo wear" is used in this Policy to describe clothing items specified above.

### POLICY:

#### Procurement

Appointees or volunteers who are not, based upon their specific activities, required to wear uniform items displaying City seals, emblems, design, text or any other mark or indicia of City affiliation may dress in logo wear only upon approval by the Director of the City department which either supervises volunteers or provides staff support to appointed citizen panels/commissions. Department Heads will coordinate such requests with the City Manager.

With the exception of Uniform Items required for service in a volunteer capacity (e.g. Code Enforcement volunteers), logo wear is generally to be purchased by the City at the expense of the citizen volunteer or appointee.

Approved purchases of logo wear are to be made consistent with City Purchasing policies and procedures. Any mark or indicia of City affiliation appearing upon logo wear must be of specification as approved through Purchasing or the City Manager's Office, and consistent with other similar items in use by the City.

#### Display

Once obtained, logo wear may *only* be worn during City sponsored events where the citizen volunteer or appointee is acting strictly in the capacity of membership as assigned by the City. Attendance at City events not *directly* associated with the function in which the volunteer or appointee serves, is not permitted. Similarly, attendance at a City Council meeting as a member of the audience does not constitute authorized use of logo wear by volunteers or appointees. While using logo wear, volunteers and appointees are expected to display a level of decorum which reflects positively upon them as individuals and as representatives of the City of Riverside.

### **Unauthorized Use**

Citizen volunteers or appointees are specifically prohibited from wearing any items bearing City indicia of any kind when the purpose or result of such wearing gains a benefit of any kind for the individual volunteer or appointee. Any attempts to use logo wear for the derivation of such individual benefit should be reported to a City Department Head or to the City Manager's Office.

### **Collection and Disposal**

After the term of volunteer service is completed, citizen volunteers or appointees *must* turn over to City staff all clothing items bearing any mark or indicia of City affiliation for proper disposal. Such clothing must not be discarded or distributed to any other individual or organization. This procedure is an essential safeguard to preclude potential fraudulent use of clothing items with City identification by individuals not associated with the City of Riverside.

The City retains full rights pertaining to the display of any and all marks or indicia of City affiliation, and is responsible to ensure the community's interest in responsible representation is protected.