
 <p><b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	<p>TITLE</p> <p><b>Use of Department Stationery &amp; Business Cards</b></p>		<p>NO. 0008</p>
			<p>DATE 4/10/2020</p>
<p>SUPERSEDES DIR# 0008 Dtd. 02/08/19</p>	<p>DISTRIBUTION A</p>	<p>PAGES PAGE 1 OF 4</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to) GOER – New York State Brand Guidelines (2015)</p>	<p>APPROVING AUTHORITY</p> 		

## I. STATIONERY

- A. Purpose: This directive sets forth guidelines for use of the various official Department stationeries as follows:
1. Official Department stationery will only be used for the transaction of official governmental business.
  2. The only Agency logos approved for use include the DOCCS logo, as well as the Corcraft logo, where applicable.
  3. Only official stationery will be used in the transaction of Departmental correspondence.
  4. Whenever official Department stationery becomes obsolete, for whatever reason, it is to be destroyed. Utilization of obsolete stationery as scrap paper by staff or inmates is prohibited.
- B. Types of Stationery
1. Central Office stationery will only contain the Governor's name, and the Commissioner's name or the Chair of the Board of Parole name.
  2. A standardized stationery format for use by each correctional facility, Community Supervision Area Office, and Board of Parole Office will include the following:
    - a. DOCCS logo and Corcraft logo, where applicable;
    - b. Governor's name and title;
    - c. Commissioner's name and title or the Chair of the Board of Parole's name and title;
    - d. Mailing address and telephone number; and
    - e. The DOCCS website address ([www.doccs.ny.gov](http://www.doccs.ny.gov)).
- C. Usage
1. All communication prepared by Central Office employees shall use Central Office stationery.
  2. All communication prepared by correctional facility staff shall use their appropriate facility stationery.
  3. All communication prepared by Community Supervision staff shall use their appropriate Area Office stationery.
  4. All communication prepared by the Board of Parole staff shall use their appropriate stationery.

**D. Guidelines**

1. All official Department stationery will be printed using the Public Safety grouping color of grey (93 Red – 126 Green – 149 Blue) ink, unless a waiver to print in a different colored ink is granted by the Commissioner.
2. The body text requirements include Arial font, color black, size 12. An example of Central Office stationery is located on page four of this directive.
3. Stationery margins are set at 0.5 and do not vary.
4. Within the body of the letter or memorandum, the sender should add his or her own contact information to better serve the recipient in the format as specified in the example in Section III, in the “Sample Stationery” area.

**II. BUSINESS CARDS**

- A. Business cards for Central Office personnel shall be limited to individuals with titles of Assistant Commissioners and above, and only Directors that have Deputy Commissioner approval. For correctional facility and Community Supervision personnel, business cards will be limited to individuals with titles of Superintendent and Regional Director. Employees who have routine contact with the public, such as investigators, certain Community Supervision and Industries personnel, will be provided with a limited quantity of business cards if approved by their respective Deputy Commissioner.
- B. Whenever official Department business cards become obsolete, for whatever reason, all remaining business cards should be destroyed.
- C. A standardized business card format for Departmental use will be printed in Arial font, color black. Agency logo and website shall be printed using the Public Safety grouping color of grey (93 Red – 126 Green – 149 Blue) ink. All business cards shall include the following:
  1. DOCCS logo and Corcraft logo, where applicable;
  2. Name and title;
  3. Correctional facility, Area Office, or Board of Parole;
  4. Mailing address;
  5. Office telephone number and optional fax number or cell phone;
  6. E-mail address; and
  7. DOCCS website address ([www.doccs.ny.gov](http://www.doccs.ny.gov)).

**SAMPLE TEMPLATE:**

The sample business card features the New York State logo and the text "Corrections and Community Supervision" in the top right corner. Below this, the card contains the following text:

**NAME (Arial Bold 12pt)**  
Function (Arial Regular 8pt)

Address (Arial Regular 8pt)  
Contacts  
Website

**CENTRAL OFFICE****NAME (Arial, Bold, 12 Pt- Color Black)**

Title (Arial Regular- 8 pt- Color Black)

Address Line (one line) (Arial Regular- 8 pt- Color Black)

Phone Number 1 | Phone Number 2 | Email (Arial Regular- 8 pt- Color Black)

[www.doccs.ny.gov](http://www.doccs.ny.gov) (Arial Regular- 8 pt- Color Grey)**FACILITY/REGIONAL OFFICE/BOARD OF PAROLE****NAME (Arial Bold- 12 Pt- Color Black)**

Title

Facility/Regional Office/Board of Parole (Arial Regular- 8 pt- Color Black)

Address (one line) (Arial Regular- 8 pt- Color Black)

Phone Number 1 | Phone Number 2 | Email (Arial Regular- 8 pt- Color Black)

[www.doccs.ny.gov](http://www.doccs.ny.gov) (Arial Regular- 8 pt- Color Grey)**Sample Business Card Template for Industries**

The sample business card features the "Legacy Logo" on the left and the New York State logo with the text "NEW YORK STATE OF OPPORTUNITY" and "Agency Name" on the right. Below this, the card contains the following text:

**NAME (Arial Bold 12pt)**  
Function (Arial Regular 8pt)

Address (Arial Regular 8pt)  
Contacts  
Website

### III. PROCUREMENT

- A. Correctional facilities will be responsible for procuring their own stationery and business cards.
- B. Central Office and Community Supervision Area Offices will procure stationery and business cards through the Division of Support Operations.

### SAMPLE STATIONERY



**Corrections and  
Community Supervision**

**ANDREW M. CUOMO**

Governor

**ANTHONY J. ANNUCCI**

Acting Commissioner

#### Body Text

- Font: Arial
- Color: Black
- Font Size: 12
- Margins: 0.5

If providing personal contact information, use the following format:

NAME (Arial Bold 12pt)

FUNCTION (Arial Regular Bold)

Agency Name (Arial Bold 8pt)

Address (Arial Regular 8pt)

Contacts

Website address