LOS ANGELES COUNTY
ISD
INTERNAL SERVICES
Dave Lambertson
Director

COUNTY OF LOS ANGELES
Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063

To enrich lives through effective and caring service.

Telephone: (323) 267-2101
FAX: (323) 264-7135

April 25, 2006

To: Each Supervisor

From: Dave Lambertson
Director

Subject: **COUNTY INTELLECTUAL PROPERTY**

On April 11, 2006, your Board instructed ISD in collaboration with County Counsel to amend the County's existing contracts with vendors that manufacture and/or duplicate such items as letterhead and business cards that bear County intellectual property. In order to protect against misuse or abuse of such intellectual property, the vendors were also to be restricted to only accepting requests made by authorized purchasing agents of the County. ISD was requested to report back in two weeks on actions taken in this regard.

Proposed Amendment

County Counsel has developed the following contractual language to be included in all of our printing and business card agreements:

> "The County claims right, title and interest in and to certain intellectual property embodied in and relating to certain insignia, emblems, seals and the like used by the County including, but not limited to, the County Seal, the Sheriff's Department Star, and all related artwork (hereinafter referred to collectively as the "Properties").
>
> Vendor is authorized to reproduce only those Properties (or Property) as directed by the County department's authorized purchasing agent, solely in the manner and specifically for the purpose as directed by the County department's authorized purchasing agent.
>
> Except as expressly authorized by the County, Vendor shall not reproduce, copy, distribute, republish, download, display, post, transmit or make any other use of any kind whatsoever of the Properties (or Property) in any format or by any means whatsoever. Without limiting the forgoing, Vendor shall not publish or advertise, in any manner whatsoever (whether in print, on the internet, or otherwise), any Properties (or Property). Any seals, badges, insignia, artwork, or other representations of Properties (or Property), which the County provides to

Vendor, shall be returned to the County upon expiration or termination of the agreement/contract and/or any extensions thereof.

At no time shall Vendor in any manner (i) modify the Properties (or Property), or (ii) create derivative works thereof."

ISD will amend all of our existing agreements with printing and business card vendors to incorporate the above requirements. This language will be included as a standard clause in all future solicitations and agreement awards in these areas that involve insignias, business cards, stationery, preprinted County and departmental forms, etc., which display a County seal or other intellectual property.

Procedural Changes for Implementation

Concurrent with amending the existing agreements, we will be providing the current agreement vendors with a list of authorized departmental purchasing agents, at the level of Materials Manger, who must approve each order before the vendor can manufacture or reproduce the requested material containing intellectual property. Each order with a vendor is handled by the individual department placing the order and may be in either oral or written form.

The authorization list and procedures have been provided to County departments, and ISD will be the central point of control for updating the lists.

If you have any questions regarding the proposed language and procedural changes to implement these requirements, please contact me at your convenience.

DL:j

c: David Janssen, Chief Administrative Office
Ray Fortner, County Counsel
ISD Board Deputies
Department Heads
Administrative Deputies