



DEPARTMENT NOTICE

21-058
04/05/21

Use of Department Mailing Address for Personal Mail Prohibited (Re-issue DB 19-050)

Members shall use the Department's mailing address **for official business only**. All personal mail, including but not limited to, personal gun registrations, vehicle registrations and driver's licenses shall **not** be mailed to the Department's mailing address. The sorting and distribution of personal mail is not a responsibility of the Mail Room Staff. If you have confidentiality on your personal vehicle, it is your responsibility to check for any parking, or any other violations, regarding your vehicle. All personal mail will be returned to sender.

As a reminder, members shall not use the Hall of Justice Mail Room at 850 Bryant Street or the Police Headquarters Building Mail Room at 1245 3rd Street for personal outgoing mail in order to avoid paying postage.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.