



DEPARTMENT NOTICE

24-111

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Use of Department Mailing Address for Personal Mail Prohibited

(Re-issue DN 21-058)

All employees 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 the responsibility of the Mail Room Staff. All personal mail will be returned to the sender.

As a reminder, all employees 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.

References:

DGO 2.01, General Rules of Conduct


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.