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19-050  
03/05/19

**Use of Department Mailing Address for Personal Mail Prohibited**  
(Re-issue DB 17-041)

Members shall use the Department's mailing address **for official business only** and **not** for personal mail, including but not limited to, personal gun registrations, vehicle registrations and drivers licenses. The sorting and distribution of personal mail is not a responsibility of the Mail Room Staff. 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 3<sup>rd</sup> Street for personal outgoing mail in order to avoid paying postage.

  
Assistant Chief Hector Sainez #1667

  
WILLIAM SCOTT  
Chief of Police