



# DEPARTMENT NOTICE

25-004

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## Updated Department Letterhead

The official letterhead of the Department has been updated to reflect the new Mayor.

All members should review and replace the existing letterhead with the updated version including all forms, templates, and/or letters (e.g., permit applications) used within each bureau/division/unit and on the website. Effective immediately, all references to the Mayor on any platform should be updated.

The electronic version of the letterhead is available by sending a request to the Office of the Chief of Police. Hard copies of the letterhead can be ordered through Supplies.

As a reminder, correspondence using letterhead is to be used for official purposes only.

  
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](mailto:writtendirectives@sfgov.org), who will provide additional information.*



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