



# DEPARTMENT NOTICE

25-005

Published: 01/23/25

Expires: 01/23/28

## Department Award Nomination Memo Forwarding Process

The purpose of this notice is to ensure that the Police Commission Office can track the awards nomination package through the awards nomination process.

Per DGO 3.09 Department Awards, the Commanding Officer shall send the nomination package through the chain of command to the Chief of Police. Effective immediately, Commanding Officers are being asked to also email the Police Commission Office a copy of the nomination memo (no need to attach the full nomination package). The Police Commission Office will then assign a tracking number to the nomination memo to track the nomination package through the lifecycle of the nomination and awards process.

Please send a copy of the nomination memo to: [SFPD.PoliceCommissionOffice@sfgov.org](mailto:SFPD.PoliceCommissionOffice@sfgov.org)

A handwritten signature in blue ink that reads "William Scott".

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:sfpd.writtendirectives@sfgov.org) who will provide additional information.*