

**OFFICE OF SUPPORT SERVICES  
RECORDS AND IDENTIFICATION DIVISION**

**NOTICE**  
10.4

August 5, 2021

**TO:** All Department Employees

**FROM:** Director, Office of Support Services

**SUBJECT:** MAIL COST CONTAINMENT MEASURES FOR INTEROFFICE AND  
INTRADEPARTMENTAL MAIL AND MAIL STOPS

The Department of General Services (GSD) implemented several cost containment measures for all City Departments designed to reduce labor hours, processing time, and postage expense. These measures are in accordance with the Mayor's strategy to contain or reduce costs and GSD's memo, dated January 13, 2021, titled "Mail Cost Containment Measures."

The attached guidelines for Interoffice and Intradepartmental Mail and Mail Stops shall be implemented effective July 1, 2021, by all personnel utilizing City mail services.

If you have any questions regarding this matter, please contact the Administrative Services Unit, Records and Identification Division, at (213) 486-8160.

APPROVED:



DOMINIC H. CHOI, Assistant Chief  
Director, Office of Support Services



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachments

DISTRIBUTION "D"

**CITY OF LOS ANGELES MAIL COST CONTAINMENT MEASURES  
INTEROFFICE AND INTRADEPARTMENTAL MAIL AND MAIL STOPS  
June 25, 2021**

Mail handling measures are prescribed by the General Services Department (GSD), Mail Services Section. All City Departments are subject to compliance. Mail that does not satisfy these measures will be returned to the sender.

1. Utilize City of Los Angeles Multi-Use Interoffice Correspondence, Form Gen. 100A or 100B, (also known as “gray mail”) when sending correspondence or mail to another City Office, County Office, or County Courthouse. Goldenrod or yellow clasp envelopes may be used in lieu of the gray mail envelopes, but must contain the proper delivery information.
2. Redact old delivery information using a dark colored marker.
3. For County Offices and Courthouses, write “County Office” or “County Courthouse” on the envelope. For City Departments, use the correct mail stop located on the following web page <https://gsd.insidela.org/services/mail-services>. For Intradepartmental Mail (LAPD to LAPD location), use the attached list entitled “Los Angeles Police Department Mail Stops.”
4. For Interoffice mail (LAPD to City, County, or County Courthouse), include Department name, mail stop, and address, if known,
5. Use the full name for divisions to avoid mishandling. There are multiple entities throughout the City with the same abbreviations, e.g., MSD could stand for Medical Services Division, Mail Services Division, or Material Sciences Division depending on the City Department.
6. Reference numbers AND mail stops must be indicated on all Interoffice and Intradepartmental mail. Mail Stops are tied to the Financial Management System and assigned by General Services Division. Refer to the attached “Los Angeles Police Department Mail Stops” list to note changes.
7. Use Mail Stop 400-1 only if the final destination is an LAPD entity that does not have its own mailstop.

Los Angeles Police Department Mail Stops  
Effective July 1, 2021

Mail Stop	Entity
101-400	LAPD - LOS ANGELES WORLD AIRPORTS
281	LAPD - POLICE CCD REAL ESTATE FRAUD
286	LAPD - POLICE INSPECTOR GENERAL
400-1	LAPD - POLICE HEADQUARTERS FACILITY
400-02	LAPD - POLICE COMMISSION
400-03	LAPD - COMMISSION INVESTIGATION DIVISION
400-04	LAPD - CHARITABLE SERVICES SECTION
400-05	LAPD - EMPLOYEE RELATIONS GROUP
400-06	LAPD - PUBLIC COMMUNICATIONS GROUP
400-07	LAPD - MEDIA RELATIONS DIVISION
400-08	LAPD - OFFICE OF CONSTITUTIONAL POLICING AND POLICY
400-09	LAPD - RISK MANAGEMENT AND POLICIES DIVISION
400-10	LAPD - GOVERNMENTAL LIAISON SECTION
400-11	LAPD - COMMUNITY POLICING AND POLICY GROUP
400-12	LAPD - RISK MANAGEMENT AND LEGAL AFFAIRS GROUP
400-13	LAPD - OFFICE OF SUPPORT SERVICES
400-14	LAPD - CRITICAL INCIDENT REVIEW DIVISION
400-15	LAPD - ADMINISTRATIVE SERVICES BUREAU
400-16	LAPD - FISCAL GROUP
400-17	LAPD - SUPPORT SERVICES GROUP
400-18	LAPD - CUSTODY SERVICES DIVISION
400-19	LAPD - EVIDENCE AND PROPERTY MANAGEMENT DIVISION
400-20	LAPD - TRAINING BUREAU
400-21	LAPD - POLICE TRAINING AND EDUCATION
400-22	LAPD - PERSONNEL DIVISION
400-23	LAPD - OFFICE OF SPECIAL OPERATIONS
400-24	LAPD - COUNTER-TERRORISM & SPECIAL OPERATIONS BUREAU
400-25	LAPD - MAJOR CRIMES DIVISION
400-26	LAPD - SPECIAL OPERATIONS GROUP
400-27	LAPD - DETECTIVE BUREAU
400-28	LAPD - ROBBERY-HOMICIDE DIVISION
400-29	LAPD - JUVENILE DIVISION
400-30	LAPD - GANG AND NARCOTICS DIVISION - POLICE HEADQUARTERS FACILITY
400-31	LAPD - COMMERCIAL CRIMES DIVISION
400-32	LAPD - TRAFFIC GROUP
400-33	LAPD - INFORMATION TECHNOLOGY DIVISION
400-34	LAPD - APPLICATION DEVELOPMENT AND SUPPORT DIVISION
400-35	LAPD - INNOVATION MANAGEMENT DIVISION
400-36	LAPD - OFFICE OF OPERATIONS
400-37	LAPD - COMMUNITY ENGAGEMENT GROUP
400-38	LAPD - COMMUNITY OUTREACH & DEVELOPMENT DIVISION
400-39	LAPD - RECRUITMENT AND EMPLOYMENT DIVISION
400-40	LAPD - COMMUNITY SAFETY PARTNERSHIP BUREAU
400-100	LAPD - METROPOLITAN COMMUNICATIONS DISPATCH
400-101	LAPD - VALLEY COMMUNICATIONS DISPATCH
400-108	LAPD - COMMUNICATIONS DIVISION - PROJECT UNIT
400-121	LAPD - MISSION AREA
400-125	LAPD - DEPARTMENT OPERATIONS CENTER
400-126	LAPD - EMERGENCY MANAGEMENT SECTION
400-180	LAPD - METROPOLITAN JAIL SECTION

Los Angeles Police Department Mail Stops  
Effective July 1, 2021

400-213	LAPD - TECHNICAL INVESTIGATION DIVISION - LATENT PRINTS
400-237	LAPD - MOTOR TRANSPORT DIVISION
400-300	LAPD - AUDIT DIVISION
400-407	LAPD - TECHNICAL INVESTIGATION DIVISION - PHOTO
400-424	LAPD - TECHNICAL INVESTIGATION DIVISION - ELECTRONICS
400-435	LAPD - TECHNICAL INVESTIGATION DIVISION - POLYGRAPH
400-501	LAPD - ABUSED CHILD UNIT
400-505	LAPD - FORCE INVESTIGATION DIVISION
400-802	LAPD - LOS ANGELES INTERNATIONAL AIRPORT FIELD SERVICES DIVISION
400-1011	LAPD - TOPANGA AREA STATION
400-1013	LAPD - OPERATIONS VALLEY BUREAU
400-1014	LAPD - VALLEY TRAFFIC DIVISION
400-1130	LAPD - OLYMPIC AREA
400-1800	LAPD - FORENSIC SCIENCE DIVISION - FORENSIC SCIENCE CENTER
400-1801	LAPD - FORENSIC SCIENCE DIVISION - FIREARMS ANALYSIS UNIT
400-1802	LAPD - FORENSIC SCIENCE DIVISION - NARCOTIC ANALYSIS UNIT
400-2007	LAPD - LEGAL AFFAIRS DIVISION
400-4351	LAPD - TECHNICAL INVESTIGATION DIVISION - ADMINISTRATION UNIT
400-9425	LAPD - OPERATIONS VALLEY BUREAU - COURT CHATSWORTH
401	LAPD - DEVONSHIRE AREA
402	LAPD - FOOTHILL JAIL
403	LAPD - HARBOR AREA
404	LAPD - NORTHEAST AREA
405	LAPD - HOLLENBECK AREA
406	LAPD - HOLLYWOOD AREA
407	LAPD - LABOR RELATIONS SECTION
407-03	LAPD - EMERGENCY SERVICES DIVISION - BOMB DETECTION
407-04	LAPD - EMERGENCY SERVICES DIVISION
408	LAPD - NEWTON DIVISION
409	LAPD - NORTH HOLLYWOOD AREA
410	LAPD - RAMPART AREA
411	LAPD - 77TH AREA
411-01	LAPD - 77TH REGIONAL JAIL SECTION
412	LAPD - IN-SERVICE TRAINING DIVISION
413	LAPD - SOUTHWEST AREA
414	LAPD - OPERATIONS VALLEY BUREAU
415	LAPD - VAN NUYS AREA
415-01	LAPD - VALLEY JAIL SECTION
416	LAPD - PACIFIC AREA
417	LAPD - WEST LOS ANGELES AREA
418	LAPD - WEST VALLEY AREA
419	LAPD - WILSHIRE AREA
420	LAPD - TRAFFIC COURT LIAISON
422	LAPD - SUPPLY SECTION
422-01	LAPD - UNDERWATER DIVE TEAM
422-212	LAPD - INFORMATION TECHNOLOGY BUREAU
423	LAPD - SOUTH TRAFFIC DIVISION
424	LAPD - EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM
425	LAPD - OPERATIONS WEST BUREAU
426	LAPD - RECRUITMENT AND EMPLOYMENT DIVISION - RECRUIT SECTION
427	LAPD - HOLLENBECK DETECTIVES

Los Angeles Police Department Mail Stops  
Effective July 1, 2021

428	LAPD - AIR SUPPORT DIVISION
429	LAPD - BOMB DETECTION K-9 SECTION
430	LAPD - RADIO REPAIR
431	LAPD - MEDICAL LIAISON SECTION
432	LAPD - JUVENILE JUSTICE CENTER
433	LAPD - CENTRAL AREA
433	LAPD - OPERATIONS CENTRAL BUREAU
434	LAPD - CENTRAL TRAFFIC DIVISION
435	LAPD - GANG AND NARCOTICS DIVISION
436	LAPD - SOUTHEAST/HARBOR FILING TEAM
437	LAPD - CENTRAL FACILITIES
441-01	LAPD - OPERATIONS SOUTH BUREAU
441-02	LAPD - SOUTH BUREAU HOMICIDE DIVISION
442	LAPD - AUDIT UNIT
446	LAPD - MILITARY LIAISON SECTION
474	LAPD - BEHAVIORAL SCIENCE SERVICES
479	LAPD - MOUNTED UNIT
510	LAPD - SECURITY SERVICES DIVISION
717	LAPD - MOTOR TRANSPORT DIVISION CENTRAL GARAGE - PIPER TECH
791	LAPD - TEAMS II
811	LAPD - MOTOR TRANSPORT DIVISION MOTOR CYCLE & AUTO REPAIR
812	LAPD - MOTOR TRANSPORT DIVISION ADMINISTRATION
915	LAPD - INVESTIGATIVE ANALYSIS SECTION
920	LAPD - OPERATIONS WEST BUREAU
923	LAPD - IN-SERVICE TRAINING DIVISION - DRUG RECOGNITION UNIT
925-01	LAPD - TECHNICAL INVESTIGATION DIVISION
927	LAPD - FACILITIES MANAGEMENT DIVISION
930	LAPD - MAJOR ENFORCEMENT SECTION - NARCOTIC ABATEMENT UNIT
933	LAPD - DETECTIVE SUPPORT AND VICE DIVISION
941	LAPD - RECORDS & IDENTIFICATION DIVISION
947	LAPD - PACIFIC DIVISION GANG IMPACT TEAM
959	LAPD - PROFESSIONAL STANDARDS BUREAU
962	LAPD - RECRUITMENT AND EMPLOYMENT DIVISION - RECRUITMENT AND HIRING SECTION
969	LAPD - TRAINING DIVISION - ARREST & CONTROL UNIT
971	LAPD - EDWARD M DAVIS TRAINING CENTER
978	LAPD - OMBUDS SECTION
982	LAPD - RAMPART AREA DETECTIVES
991	LAPD - WEST TRAFFIC DIVISION
996	LAPD - AHMANSON RECRUIT TRAINING CENTER
1002	LAPD - CAREER DEVELOPMENT UNIT
1003	LAPD - DISCOVERY SECTION
1020	LAPD - OFFICER REPRESENTATION SECTION
1021	LAPD - METROPOLITAN DIVISION
1022	LAPD - TRANSIT SERVICES BUREAU - METROPOLITAN HEADQUARTERS
1023	LAPD - EVIDENCE AND PROPERTY MANAGEMENT DIVISION - WAREHOUSE