

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 15

December 20, 2017

**SUBJECT:** UNITED STATES MAIL DELIVERY; AND, LETTER FORMAT – REVISED

**PURPOSE:** This Order revises Department Manual Sections 4/180.20, *United States Mail Delivery*; and, 5/080.90, *Letter Format*, in order to reflect current Department procedures.

**PROCEDURE:**

- I. **UNITED STATES MAIL DELIVERY – REVISED.** Department Manual Section 4/180.20, *United States Mail Delivery*, has been revised. Attached is the revised Department Manual Section with the revisions indicated in italics.
- II. **LETTER FORMAT – REVISED.** Department Manual Section 5/080.90, *Letter Format*, has been revised. Attached is the revised Department Manual Section with the revisions indicated in italics.

**AMENDMENTS:** This Order amends Sections 4/180.20 and 5/080.90 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL  
VOLUME IV  
Revised by Administrative Order No. 15, 2017**

**180.20 UNITED STATES MAIL DELIVERY.** All correspondence to be delivered by United States mail shall be placed in appropriate containers. When practicable, white envelopes shall be used *with the Department's return address typed or printed in the upper left corner along with the correspondence reference number:*

*LOS ANGELES POLICE DEPARTMENT  
P.O. BOX 30158  
LOS ANGELES, CA 90030*

*Reference # \_\_\_\_\_*

*The correspondence reference number shall appear one line below the return address, in a centered position, as "Reference # \_\_\_\_\_." The sender's name may be substituted when necessary for security reasons.*

When reference is made regarding the return address of the Department within any correspondence to other government agencies or the general public, the above return address shall be shown.

**DEPARTMENT MANUAL**  
**VOLUME V**  
**Revised by Administrative Order No. 15, 2017**

**080.90 LETTER FORMAT.** The following procedure shall be used when writing any communication except intradepartmental communications:

- The appropriate correspondence reference number shall be placed in the upper right corner of the Department letterhead in the space provided following the printed words "Reference No." The correspondence *reference* number shall also be placed in the upper left corner of the accompanying envelope, *below the Department's return address*.

*Note: The correspondence reference number shall appear one line below the return address, in a centered position, as "Reference # \_\_\_\_\_."*

- Initials of the person dictating the letter or the stenographer shall not appear on the original letter. However, the initials of the commanding officer, dictating officer, and stenographer shall appear on all copies.
- When applicable, the name, serial number, and detail of the investigating officer shall be typed in the lower left corner of all copies which are retained as file copies directly below the initials of the commanding officer, dictating officer, and stenographer.
- A white envelope for *United States* mail, or an envelope for the intradepartmental correspondence, shall be addressed at the time the letter is typed and shall accompany the communication.
- Correspondence of Department letterhead stationary shall include, above the reference number in the upper right portion of the letterhead, the business telephone number of the person who signs the letter. Information pertaining to any other person to be contacted shall be incorporated into the body of the letter.

**Letters to Persons Outside of the Department.** The block style format and the following components shall be used on all letters sent to persons outside of the Department:

- Date.
- Inside address.
- Salutation ("Dear           ").
- Body of the letter.
- Complimentary closing ("Very truly yours").
- Signature block.

**Note:** When the signature block is for the Chief of Police it shall be five lines below the complimentary closing. The name and title of the Chief of Police shall be typed at the left margin as follows:

(NAME OF THE CHIEF OF POLICE)  
Chief of Police