

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** MARCH 8, 2017  
**NUMBER:** 1.29 - ADMINISTRATION  
**SUBJECT:** DEPARTMENT MAIL SERVICE  
**RELATED POLICY:** [1.29](#)  
**ORIGINATING DIVISION:** RECORDS  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**   
**SUPERSEDES:** DP 1.29 - 08/30/2012

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**I. PURPOSE**

This Department procedure establishes guidelines for mail service within the Department.

**II. SCOPE**

This procedure applies to all members of the Department.

**III. PROCEDURES**

A. General

1. Departmental mail station numbers shall be used for addressing all inter-office mail within the Department (Refer to the current Department Telephone Directory for mail stations).
2. All inter-office mail shall be placed in an inter-office envelope and clearly addressed either to a specific individual, if applicable, or to the specific department or division concerned, with the appropriate mail station number. However, items of general interest, such as bulletins, will be accepted without being placed in envelopes, as long as mail station numbers are visible and they are bundled (paper clipped or rubber banded) together according to mail station. This includes items such as flyers,

announcements, or any time there are multiple items for the same mail station.

3. Inter-office mail of a confidential nature (reports, criminal history, etc.) will be placed into a security bag and secured with a zip-lock tie before it leaves the sending unit.
4. City mail service is not for personal use. Non-work related mail will not be accepted by the auto messenger.

B. Area Stations

1. Three outgoing bins will be appropriately marked to segregate mail by destination and confidentiality.
  - a. PDHQ: Confidential (reports, criminal history, etc.) mail going to the Police Department Headquarters building. All items of a confidential nature must be placed in an inter-office envelope with the name or unit of the recipient, as well as mail station.
  - b. PDHQ – RECORDS: Confidential (reports; arrest, crime, stolen vehicle, impounds, missing person, citations, Field Interviews) mail going to the Records Division.
  - c. OUTGOING: All other correspondence (inter-office mail, U.S. Postal Service mail) should be placed in an area station's outgoing mail bin. A separate security bag will be utilized for confidential inter-office mail going to destinations other than the Headquarters.
2. Prior to the scheduled pick up times, divisional staff will take all outgoing mail to the public counter.
  - a. Confidential mail going to the Police Headquarters building will be put into a security bag marked PDHQ, and secured with a zip-lock tie.
  - b. Confidential mail going to Records Division will be put into a security bag marked PDHQ Records, and secured with a zip-lock tie.
  - c. Confidential mail for other than the Police Headquarters will be put into a separate security bag for each destination. Each bag will be secured with a zip-lock tie and marked with the name or unit of the recipient, and mail station. These bags, as well as all other mail (inter-office and postal) will be placed in a mail tub.

3. Incoming mail will be picked up from the public counter and distributed accordingly.
4. On Saturdays, area stations are responsible for getting their original reports (arrest, crime, stolen vehicle, impounds, missing person, citations, FIs) to Records Division. Reports turned in on Sundays will continue to be picked up Monday morning.

C. City Mail Center

1. Monday through Friday, auto messengers will deliver incoming mail and pick up outgoing mail at Police facilities. The mail at each area station and Traffic Division will be exchanged at their public counters.
2. The auto messenger will exchange the incoming mail tub with the outgoing mail tub, which contain the security bags. The auto messenger will not accept improperly addressed mail.
3. After going to the area stations and before returning to 20<sup>th</sup> and B, the auto messengers will drop off the security bags marked PDHQ and PDHQ Records at the Headquarters building Mail Center located on P-1.
4. Police Headquarters outgoing mail will be picked up.
5. All other mail will be taken to 20<sup>th</sup> & B for metering, sorting, and distribution.
6. Questions or problems regarding mail service should be directed to the Logistics (Mail Center) Coordinator at (619) 525-8621.

NEW

D. Headquarters Building

1. Units located at Headquarters are required to pick-up their incoming mail and deliver their outgoing mail to the Mail Center located on P-1.
2. Outgoing mail shall be deposited into appropriate boxes marked Postal or Inter-office.
3. Questions or problems regarding Headquarters mail service should be directed to Records Division staff at (619) 531-2171 or 531-2949.
4. Supplies are delivered to the Mail Center on P-1 for package pickup.

NEW

E. U.S. Postal Service Mail

1. Documents being mailed through the U.S. Postal Service should be placed in appropriate mailing envelopes, not inter-office mailing envelopes, with a complete mailing address, including zip code. All envelopes larger than letter size #10 and overstuffed envelopes should be sealed.
2. Return address and mail station numbers should be used on all outgoing postal mail. If return mail stations are not noted, the auto messengers are instructed not to accept it.
3. A City of San Diego Daily Metered Mail Record form (PA-129) must accompany all mail to be metered. This form is available through the Storeroom (See Appendix A).
  - a. With the exception of high volume users (Police Permits & Licensing and Records), individual units within the Headquarters building do not need to complete the form. All outgoing mail will be combined, and Records personnel will complete and attach the form prior to sending the mail to 20<sup>th</sup> and B for metering.
  - b. All units outside the Headquarters building must complete and attach the form to their outgoing mail to be metered.
  - c. The following three areas on the form must be filled out:
    - (1) Cost Center: use Records Division's Cost Center of 1914161213
    - (2) Fund: 100000
    - (3) Number of Pieces: The quantity of mail pieces needing to be metered.
4. Bundle prepaid mail separately.
5. Bulk Rate mail received without a mail station number will not be sorted.
6. Mail addressed outside of the United States should be flagged and separated from regular U.S. Postal Service mail.
7. Certified mail is taken to the Post Office Monday-Friday (See Appendix B).
8. Questions or problems regarding postal mail should be directed to the Logistics (Mail Center) Coordinator at (619) 525-8621.

NEW

## F. Packages

1. Packages to be sent via the US Post Office will be processed through the Logistics Mail Center at 20<sup>th</sup> and B. A Daily Metered Mail Record (See Appendix A) must accompany these packages. In addition to completing the sections for the Cost Center, Fund, and number of pieces on the form, the sender's name, phone number, and the date must also be included when sending packages.
2. The Department maintains an account with Golden State Overnight (GSO) for Next Day/Second Day packages to California, Arizona, and Nevada. These items will be sent from the Police Headquarters Mail Center and do not require a Daily Metered Mail Record. All items to be sent via GSO must be in the Headquarters Mail Center and ready for pick up (packaged and addressed) by 1400 hours, Monday through Friday. Mail Center/Records staff will not package items to be mailed.
3. To have packages processed through Federal Express, contact Fiscal Operations. Do not bring the packages to the Mail Center.
4. For packages to be paid for by the Department as the recipient, contact Fiscal Operations.
5. Mailing packages of evidence or property to a victim or owner must be done through the Property Room.
6. Incoming packages are delivered to the E Street counter where personnel will call the Headquarters units to alert them of the package.

## Appendix A DAILY METERED MAIL RECORD

**CITY OF SAN DIEGO  
DAILY METERED MAIL RECORD**

NOTE: IF INTERNAL ORDER STARTS WITH 11  
THEN USE COST CENTER INSTEAD.

- | NUMBER<br>OF PIECES | CLASS                  |
|---------------------|------------------------|
| _____               | 1ST CLASS              |
| _____               | POST CARDS             |
| _____               | 3RD CLASS (UNDER 1 LB) |
| _____               | 4TH CLASS (OVER 1 LB)  |
| _____               | BOOK RATE              |
| _____               | CERTIFIED              |
| _____               | FOREIGN AIR MAIL       |
| _____               | FOREIGN SURFACE MAIL   |
| _____               | OTHER                  |

QUANTITY ISSUED	COST CENTER	INTERNAL ORDER	FUND
		<b>I</b>	

FOR MAILROOM  
USE ONLY

DEPARTMENT NAME \_\_\_\_\_

MAIL STATION \_\_\_\_\_

SIGNED \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_  
(NAME IN FULL)

**THIS SLIP MUST ACCOMPANY ALL MAIL TO BE METERED**

PA-129 (Rev. 4-09)  22037277

This form is available through the Storeroom. Complete the following areas and attach the form to postal mail and packages needing metering.

- Cost Center: 1914161213
- Fund: 100000
- Number of Pieces: Fill in the quantity of mail pieces for each type (class) of mail needing to be metered.

If the form is being used to send a package through the U.S. Postal mail, the following areas must also be filled out.

- Signed (name must be legible)
- Phone
- Date

## Appendix B CERTIFIED MAIL

Complete the following forms and place in the bin provided in the Mail Center.

### Certified Mail Receipt (PS Form 3800)

- Fill in the “Sent To” section.
- Affix to the front of the envelope as instructed on the form.

### Domestic Return Receipt (PS Form 3811)

- On the front, fill in sections 1-4. Section 2 refers to the 20-digit number from the left side of the Certified Mail Receipt.
- On the back, use the Department’s mailing address, your name and mail station.
- Affix to the back of the envelope.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<p>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p>2. Article Number <i>(Transfer from service label)</i></p> <p>PS Form 3811, August 2001</p>	<p>A. Signature <span style="float: right;"><input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</span></p> <p>B. Received by (<i>Printed Name</i>) <span style="float: right;">C. Date of Delivery</span></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type</p> <p><input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (<i>Extra Fee</i>) <input type="checkbox"/> Yes</p> <p>102595-01-M-2509</p>

UNITED STATES POSTAL SERVICE



First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •