



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENT GENERAL ORDER

**ORDER № 100.400**

Jan 2019 (Revised)

12.02.2002 (New)

### DEPARTMENTAL CORRESPONDENCE

#### 100.401 PURPOSE

- A. To provide policies and specifications to employees regarding the preparation of department correspondence.

#### 100.402 GENERAL POLICY

- A. Timeline: All correspondence received by the police department requiring a response shall be acknowledged within 10 business days of receipt.

- B. Use of Stationery: Letters shall be written only on the approved department letterhead. Succeeding pages shall use plain white paper.

1. Examples of Letterhead Correspondence:

- a. Correspondence to a person not representing state government or a person corresponding with this department outside his/her state government affiliation may come from any California State Fair Police Department employee.
- b. Correspondence to elected officials, officials appointed by the Governor, Sheriffs, Police Chiefs and Agency Heads shall only come from the Chief of Police.

- C. Use of Department Memorandums: Departmental memorandums shall be written only on the approved departmental memo forms.

1. Examples of Inter-Department Memorandum:

- a. A formal memorandum to any police employee.
- b. A formal memorandum to any employee at Cal Expo.
- c. A formal memorandum to any California State department or employee.

- D. Required Telephone Number: All correspondence, forms, notices, etc. issued from this Department will reflect the Departmental telephone number.

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

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Department General Order

- E. Chief of Police's Signature Required: The signature of the Chief of Police is required for the following types of correspondence:
1. Response to all correspondence from elected officials, officials appointed by the Governor, Sheriffs, Police Chiefs and Agency Heads.
  2. All correspondence affecting Department policies or procedures.

**100.403      FORMAT REQUIREMENTS**

- A. It is the department's policy and practice, when formatting letters and memorandums, to follow the latest version of the State of California's "Writing Style Guide" prepared by the California department of General Services, available at [www.documents.dgs.ca.gov](http://www.documents.dgs.ca.gov).