



**PUBLICATION AND USE OF SHERIFF'S OFFICE & STANFORD UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY NAMES AND LOGOS
GENERAL ORDER #6.01**

Adopted: 06/01/05

Replaces: Stanford G.O. #2.3.16

PROCEDURE

All material bearing the name of the Sheriff or *Director of Public Safety*, the Sheriff's Office or *the Stanford University Department of Public Safety*, or bearing the identifying logos of the Sheriff's Office or *the Stanford University Department of Public Safety* shall be reviewed for conformity to policy by *the affected unit manager* before distribution.

All material for publication in journals, magazines or newspapers that identifies the author as a member of the Sheriff's Office or *of the Stanford University Department of Public Safety* shall be reviewed by the writer's commanding officer or *unit manager* for conformity to policy. The finalized draft will be forwarded to the Sheriff and/or *Director of Public Safety* for review before submission for publication.

Nothing in this Order is intended to prohibit the submission of materials for publication. This order does not apply to material in which the author specifically states that the views expressed are personal and do not necessarily represent the policy or policies of the Santa Clara County Sheriff's Office or *the Stanford University Department of Public Safety*.

No employee shall use *Stanford University Department of Public Safety* letterhead stationary for personal correspondence. Correspondence on *Stanford University Department of Public Safety* letterhead will utilize office stationary, not a computer generated letter format. *Employees shall not send correspondence out of the Department with their official signature or on Departmental letterhead without the permission of the Director. Copies of all official correspondence sent out*



shall be forwarded to the Director. The following is the format for *Stanford University Department of Public Safety* correspondence:

(see next page)

Date

(4 spaces)

Name and address

(2 spaces)

Dear _____:

(2 spaces)

[Body of letter]

(2 spaces)

Sincerely,

(4 spaces)

Signature

[Name of person signing letter]

(2 spaces)

For: LAURA WILSON, Director of Public Safety

(2 spaces)

LW:[initials of person drafting letter (in UPPER case)];[initials of person typing letter (in lower case) initials in type size 10 or smaller]



Laura Wilson

**LAURA WILSON
DIRECTOR**