

## BULLETIN

NO: 18-053  
DATE: March 15, 2018  
TO: All Personnel  
FROM: Chris Webber, Assistant Fire Chief, Emergency Operations  
SUBJECT: Use of FD7

In response to an employee suggestion, and in an attempt to streamline communications and decrease paper waste, SDFD is immediately moving away from the use of the FD7. Instead of the FD7 personnel are to use their work email and cc their supervisor, as needed. Work email is time stamped, denotes the recipient and sender, can be forwarded and archived.

Policies such as Tuition Reimbursement, Certification Procedures, Rapid Intervention Crew, etc. all direct personnel to use an FD7. In these instances, and where directed, personnel are to begin using their work email.

Personnel are reminded to ensure that they have inserted the correct 'signature block' on their email and are using Merriweather 10 point font for the body of their email.

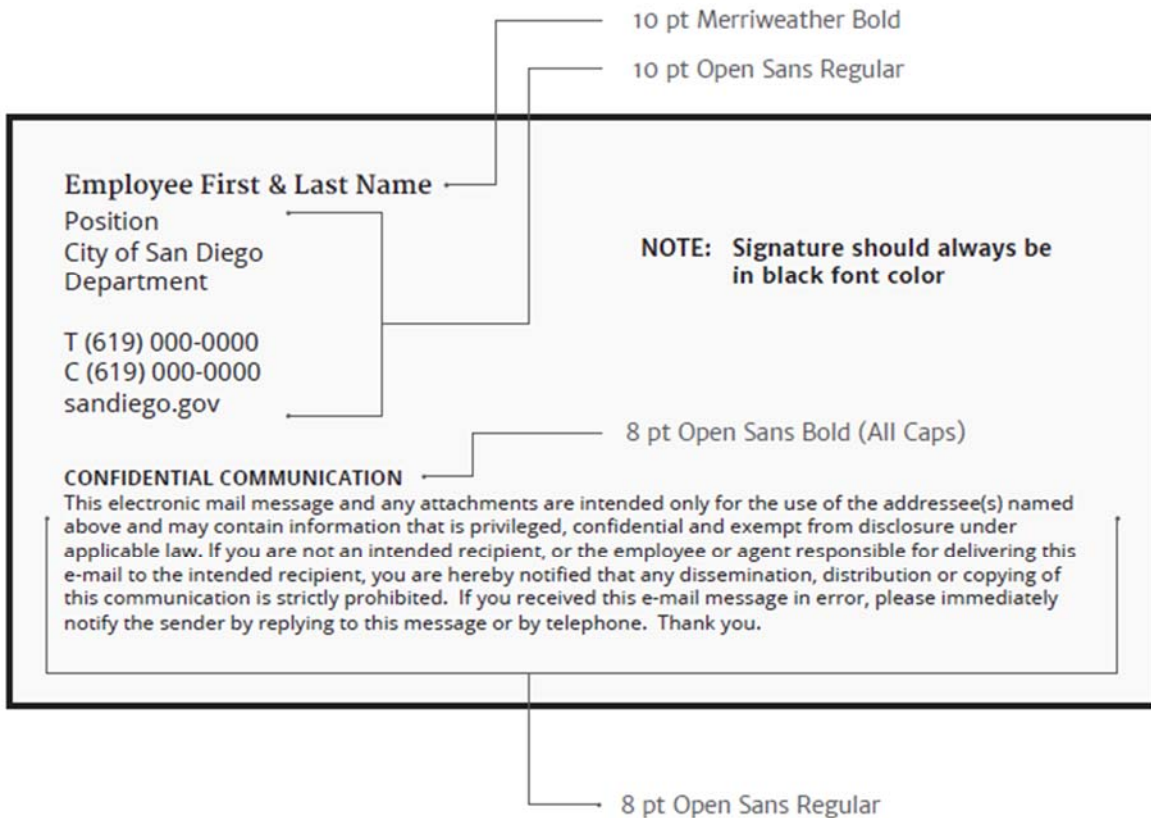
From the City of San Diego Correspondence Manual:

### Standard Email Signature

Email is an acceptable form of communication in the City. However, it is important to remember that the tone and format of the email represents the City as an organization, and must always be professional.

A consistent email signature that follows the Visual Style Guide standards adds a professional touch and an immediate connection to the City brand. All City employees should use the email signature block provided below.

PLEASE NOTE: Personal quotes, graphics and social media icons should not be used in the email signature. However, it is permissible to add certain standardized language, such as legal disclosure policies or requests to minimize paper usage.



For example:

**Jenna Smith**

Firefighter/Paramedic, Station 58/C  
City of San Diego  
Fire-Rescue Department

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jsmith@sandiego.gov