



P O L I C E   D E P A R T M E N T

January 30, 2024

**Re: Letter of Authority (LOA)**

TO WHOM IT MAY CONCERN:

You currently have a Letter of Authority request on file with the City of Santa Cruz Police Department. Effective January 1, 2024, all requests must be **notarized** in accordance with SB 602. For your LOA to remain active, please complete and notarize the attached application.

SCPD can no longer accept a Letter of Authority online, we apologize for the inconvenience. If you require assistance, you may contact Sharon Jouppi at (831) 420-5999.

Instructions and the Letter of Authority Application are attached. Completed applications can be returned in the following manner: by email to [SCPDLOA@santacruzca.gov](mailto:SCPDLOA@santacruzca.gov); by mail: Santa Cruz Police Department, Attn LOA; 155 Center Street; Santa Cruz, CA 95060; or by dropping off the form in person during our regular lobby hours: Monday through Thursday, 9:00 am to 4:00 pm.

Sincerely,

Jon Bush  
Deputy Chief of Police