3-05/120.20 - Units Located in the Sheriff's Headquarters Building

All units, shall submit all outgoing mail (except as noted below) to Personnel Administration for metering and mailing according to the directive issued under separate cover.

Any questions regarding mail processing shall be referred to the mail clerk at that bureau.

All mail submitted for metering shall be for bounty business only. Any personal mail discovered by Personnel Administration shall be returned to the unit commander for appropriate action.