3-08/010.00 - Signatures Permitted

The following executives are authorized to sign their names to outgoing correspondence:

- Sheriff
- Undersheriff
- Assistant sheriff(s)
- Division chiefs
- Commanders
- Captains
- Directors
- Legal advisors

The executive may delegate subordinates to sign their name or to stamp their name with a signature facsimile stamp. When this is done, the subordinates shall write their own initials below the signed or stamped signature of the executive.

When inquiries and replies should be referred to the handling unit, the executive may authorize persons in units under his command to sign their own names to form letters.

The executive shall be responsible for the content and composition of all correspondence handled by units under his command.