3-08/020.00 - Special Instructions

Letters for signature by major executives of the Department, i.e., Sheriff, undersheriff, assistant sheriff(s), division chiefs, and division directors, shall be printed on the embossed Department letterhead. All such letters shall be printed as perfect finals. The following shall be adhered to when using embossed Department letterhead:

- Font shall be 12-point Times New Roman ONLY. It is not permissible to condense the font to make the text fit on one page; and
- Margins shall be set between 1 to 1.5 inches, depending on the user's preference and to make it aesthetically pleasing. Going beyond these margins is never permissible.

Letters for signature by other executives of the Department, i.e., commanders, captains, directors, and other authorized personnel below the rank of captain, shall be on regular Department letterhead. All such letters shall be printed as finals. Neat, unnoticeable repairs or corrections are permissible, if authorized.