3-08/030.00 - General Instructions

The following guidelines shall be used in preparing outgoing correspondence from this Department:

- Language shall be modern, professional, business English;
- File numbers;
  - When answering correspondence from an outside agency, refer to the agency's file number and subject title if one is given; and
  - When correspondence concerns a Sheriff's case, refer to the file number of the case;
- Certified mail shall be used rather than registered mail when a record of delivery is necessary; and
- Personal names shall not be printed on form letters. The appropriate name shall be added by the preparer.