3-08/040.15 - Telephone Number

The concerned division, bureau/unit, or facility telephone number, preceded by the area code, shall be placed by the secretary on all letters that do not require the signature of the Sheriff, undersheriff, or assistant sheriff(s). The telephone number is to be centered and placed two lines below the letterhead.

NOTE: When a telephone number, preceded by the area code, is mentioned in the body of the letter, e.g., "Please contact Lieutenant Jane Doe at (213) 526-4264 if you have any questions regarding employee grievance procedures," the concerned dvision, bureau/unit, or facility telephone number may be omitted.