3-08/040.50 - Signature Block

On letters for the Sheriff's signature, "ROBERT LUNA," in upper case letters, shall be placed five lines below the complimentary closing in order to provide a space for the Sheriff's signature. The word "SHERIFF" typed in upper case letters shall be placed immediately below the typed name of the Sheriff.

On letters for signature of executives other than the Sheriff, the words “ROBERT LUNA, SHERIFF," typed in upper case letters, with the name and title on the same line, shall be placed two lines below the complimentary closing. The name and rank or title, of the person signing the letter shall be placed five lines below the Sheriff's typed name and title. The division, bureau/unit, or facility designation shall be placed immediately below the signer's name. These shall all be in upper case letters with the exception of persons below the rank of chief or division director, which shall be in upper and lower case letters with normal punctuation.