3-08/040.90 - Referral

All letters which may generate additional correspondence shall contain, in the body of the letter, a notation of the bureau/unit to contact for further information.

EXAMPLE: "Please direct all inquiries or replies regarding this letter to the Los Angeles County Sheriff's Department, Administrative and Training Division, Fiscal Administration, Room 341, Sheriff's Headquarters Building, 4700 Ramona Boulevard, Monterey Park, California 91754."