3-08/050.00 - Board of Supervisors - Correspondence To

All letters to the Board of Supervisors require the signature of the Sheriff or, in his absence, the undersheriff or appointed assistant sheriff. The following criteria will be utilized in establishing the distribution of such letters:

- Letters containing information only and which are not agenda items may be directed to individual board members, to the board as a whole, or to the Chief Administrative Officer;
- Letters responding to a request from an individual member of the Board of Supervisors shall be directed only to the requesting Board member. Any further distribution will be the prerogative of the board member receiving the letter;
- Letters requesting the support of, or action by, an individual board member shall be directed only to that board member. Any further distribution will be the prerogative of the board member receiving the request; and
- Any Board letters that are either in response to an order of the Board of Supervisors or are to become agenda items are to be directed to the Board as a whole. Letters to individual board members will not be prepared. Distribution to individual board members shall be left to the discretion of the clerk of the board.