3-08/050.05 - Procedures Regarding Letters Directed to the Board As a Whole

All correspondence addressed to the Board of Supervisors as a whole must be routed through the Administrative and Training Division. Administrative and Training Division will review and process the documents.

The unit preparing the letter shall make a copy with the distribution notation for the unit file.

Following distribution to the Board of Supervisors, Administrative and Training Division will send a hard copy to Sheriff's Headquarters Bureau where they will be made available to the general public upon request. Administrative and Training Division will upload an electronic copy to the Los Angeles County's website for public access (http://lacounty.info/).