3-08/080.00 - Form Letters

Form letters will be typed in black ink on regular Department letterhead.

The telephone number of the handling unit shall be preprinted, centered, and placed two lines below the letterhead. The handling unit's name shall be preprinted five lines below the Sheriff's preprinted name and title.

The following shall be filled in by the typist after the letter is printed:

- Date;
- Address;
- Salutation; and
- Name and rank (or title) of person signing the form letter.

Form letters shall not show the word "By" in the space for the signature of the signer, nor shall a line for the signature be preprinted on form letters. Otherwise, the instructions/format for outgoing correspondence shall apply to all form letters (refer to section 3-08/040.00).