

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>OUT-OF-AGENCY CORRESPONDENCE</b>	<b>Policy Number</b> <b>GD-8</b>
		<b>Effective Date</b> <b>01-25-17</b>
<b>Related Information</b>	<b>Supersedes</b> GD-8 (04-03-08)	

**PURPOSE**

This Policy establishes a standardized system for completing out-of-agency correspondence.

**POLICY**

It is the Policy of the Office to ensure that all out-of-agency correspondence is completed in a consistent, accurate manner by specifically designated individuals within the Office.

**DEFINITIONS**

*None*

**PROCEDURES**

1. **Format:** The format for authorized signatures specified in this Policy shall be used in all out-of-agency correspondence. In all cases, the individual signing the letter shall be responsible for its content.

A. When preparing correspondence for the Sheriff's signature, the correspondence shall be completed as follows:

Sincerely,

Sheriff's (NAME)  
 Maricopa County Sheriff

Sheriff's initials: XXX (Upper case initials of actual writer): xxx (Lower case initials of typist)

B. When preparing correspondence for the signature of another individual, the correspondence shall be completed as indicated in the following example:

Sincerely,

Deputy Chief (NAME)  
 (BUREAU NAME) Bureau Commander

XXX (UPPER CASE INITIALS OF CHIEF):xx (Lower case initials of typist)

**Policy GD-8, *Out-of-Agency Correspondence***

**Effective Date: 01-25-17**

2. **Authorized Signatures:** The Sheriff, command officers of the rank of captain and above, and division commanders are authorized to sign official correspondence. Selected section commanders may also be authorized with specific approval from their bureau commander.
3. **Origination:** All outgoing mail shall have the bureau or division of origination typed in the upper left-hand corner of the envelope above the Office return address.
4. **Font:** Script type shall not be used on any official correspondence.
5. **Closing Signature:** The Sheriff's name shall not be included as part of the closing signature block unless the Sheriff, himself, is the one signing the correspondence.