



1.416 MAIL BOXES

- A. The agency provides mail distribution boxes to all police and security officers as a convenience to facilitate important and other general agency information and communications.
- B. Mailboxes are the open front type and provide no security for the contents.
- C. Agency employees are to:
 - 1. check for mail left in their respective box before and after each shift;
 - 2. clear out their mailboxes at least twice a week.
- D. Under no circumstances are mailboxes be utilized as document or property storage area.
- E. In the event a mail box becomes full or not cleared on a regular basis, contents will be pulled, sealed in an envelope and given to the member by the members respective shift supervisor.