

## Mail

### 205.1 PURPOSE AND SCOPE

This section sets forth policies and procedures for using mail services.

### 205.2 APPLICABILITY

This Section applies to all departmental employees.

### 205.3 POLICY

The Department has set forth certain general rules in respect to mail and these are stated below. Procedures will vary by Service or Institution based on need and will be covered in their respective procedure manuals.

### 205.4 PROCEDURES

#### 205.4.1 UNITED STATES MAIL - INCOMING

All incoming U.S. Mail is processed by the mail clerk or designated office person.

Probation Accounting receives and processes all correspondence containing checks, cash and money orders forwarded by the mail clerk.

Letters not addressed to a specific officer are cleared through the Mail Messenger Unit or designated office person.

#### 205.4.2 UNITED STATES MAIL - OUTGOING

All outgoing mail is placed in the Mail Messenger Unit or given to the designated office person and put in the USPS mail slot in the Mail Area. If stamped or metered, the mail can also be placed in a USPS mail collection box. All mail correspondence is picked up in the afternoon one time daily.

- A. Emergency mail, after pickup hours needing to go out the same day, should be signed, stamped, sealed, and notated as to whether the Probation staff wants certified mail, or FED EX pick up, and given to the Mail Messenger Unit or designated office person as soon as possible.
- B. Letters requiring enclosure of a fee should be signed, left unfolded and sent to Probation Accounting with an extra copy.
- C. Letters to be sent "Certified Mail, Return Receipt Requested" should be signed, left unfolded and sent to departmental messenger service for processing.

#### 205.4.3 COUNTY MESSENGER MAIL

Refer to Mail Services Policies and Procedures 3.4.1.