



POLICY AND PROCEDURE

ADM 7.0 Mail

Purpose: This policy provides guidance to BOT personnel in the processing of incoming and outgoing mail.

Effective Date: August 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3

Related Forms: None

Approved By: Kevin Behrens

1. Mail is received by BOT from interagency mail through the Department of Public Safety's mail room and through the post office box located at 1100 N. Lindsay Ave.
2. The mail should be checked daily.
3. The mail will be opened by the receptionist and placed in the distribution boxes located in the front office.
4. When received by the receptionist, Open Records Requests will be logged into the Open Records Register on the BOT "X" Drive. Open records requests should be logged into the Open Records Register whether received by mail or dropped off in person.
5. When received by the receptionist, checks will be logged into the Receipt Log on the BOT "X" Drive. Checks should be logged into the Receipt Log whether received by mail or dropped off in person.
6. Suspicious mail – Mail that is considered suspicious should not be opened. When a suspicious package or letter is identified the person handling the mail should contact his or her supervisor immediately.
 - a. Suspicious mail may be identified by one or more of the following characteristics:
 - i. No return address or one that can't be verified as legitimate.
 - ii. Excessive postage.
 - iii. Handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
 - iv. Addressed to someone no longer with BOT or not addressed to a specific person.
 - v. Strange return address or no return address.
 - vi. Marked with restrictions, such as "Personal", "Confidential", "Do not X-ray."
 - vii. Powdery substance on the outside.
 - viii. Unusual weight given its size, lopsided, or oddly shaped.
 - ix. Unusual amount of tape on it.
 - x. Odors, discolorations, or oily stains.
7. Outgoing mail is processed through the Department of Public Safety mail room.

- a. All envelopes must be sealed prior to delivery to the DPS mail room.
- b. Oversized mail should be individually processed at the post office located at 1100 N. Lindsay Ave.
- c. FedEx or UPS shipments are processed through the Supply Division of the Department of Public Safety.

END OF POLICY AND PROCEDURE STATEMENT