

NUMBER:	1.7
SUBJECT:	MAILROOM PROCEDURES
CATEGORY:	ADMINISTRATIVE/DIVISION-WIDE
DATE:	August 18, 2014
RELATED SECTIONS:	Admin
IN COMPLIANCE WITH:	N/A

PURPOSE AND INTENT:

To establish standard procedures for sorting and distributing mail to the Sheriff Administration Building.

POLICY:

To provide detailed procedures for the administrative staff who are assigned to the Sheriff's Administration Building mailroom.

PROCEDURE:

A. MAIL TRIPS

1. The first mail trip is started around 8:10am. Before starting the first mail trip of the day remove the dividers in the mail cart in order to pick up mail and/or packages.

The second – fourth mail trips are done in the exact order as the first mail trip. These additional mail trips will include dropping off and picking up mail. The second mail trip is done around 10:30a, the third mail trip is done around 1:00p and the fourth mail trip is done around 2:45p.

2. Below is the order in which to pick up the mail
 - a. **First Floor:** Records & ID, License, and Personnel
 - b. **Third Floor:** Office of the Sheriff, Legal, Traffic, Law Enforcement, Detentions, Media (Public Affairs), Court Services, Human Resources (Labor Relations), Risk Management (Medical Liaison Unit), Crime Analysis (Volunteer Svcs. and Honorary Deputy Sheriff's Association), Budget-Grants, Financial Services, Management Services (MSB)
 - c. **Second Floor:** Homicide, Child Abuse (Safe, Family Protection, Juvenile, Sexual Assault), Domestic Violence (elder abuse, financial crimes, fraud), Internal Affairs, Contracts, Division of Inspectional Services, Facilities & Special Projects, Payroll, unmarked office after Payroll is Personnel (pick up mail only)

3. After completing the first mail trip, stop by the Deputy Station on the first floor to pick up boxes, packages, or newspapers (8 copies) that are on the counter.
The newspapers should be delivered during the second mail trip to the following offices.

- a. The Office of the Sheriff receives 1 copy of the Union Tribune
- b. The Media Division receives 1 copy of the Union Tribune & 1 copy of the Los Angeles Times
- c. The Law Enforcement Division receives 1 copy of the Union Tribune & 1 copy of the Los Angeles Times
- d. Court Services Bureau 1 copy of the Union Tribune
- e. Division of Inspectional Services 1 copy of the Union Tribune
- f. Legal Affairs receives 1 copy of the Daily Journal
- g. Homicide receives 1 copy of the Daily Journal

B. PREPARING OUTGOING MAIL

1. There are designated mail bins for County mail and Ridgehaven mail. Inter-office mail for Ridgehaven is placed in the specified mail slots.
2. U.S. Mail is rubber band together
 - a. Envelopes that are sealed with no postage will be rubber band together
 - b. Envelopes that are sealed with postage will be rubber band together
 - c. US mail is not delivered to the mailroom. It is delivered to the deputies in the main lobby to check for unsafe and/or dangerous mail. After the deputy has screened the mail it can go to the mailroom for distribution. There is no set time when the US mail is delivered.
 - d. Personal bills, letters, etc. from employees will be placed in the US mail slot at the deputy station.
3. County mail delivery comes twice a day. In the morning between 10a – 10:30a and in the afternoon between 2p - 3p.
 - a. If there is a large amount of outgoing mail, as a courtesy call the mail center to let them know, 858-694-3018.
 - b. If the mail is not delivered by the mail carrier from the US Post Office by 3 p.m., please call the U.S. Post Office in Sierra Mesa at 858-277-4903.
 - c. Mail from George Bailey is delivered by a county employee once a day.

C. TIME SENSITIVE/IMPORTANT MAIL

1. Traffic Violations are time sensitive mail. The violations should be inter-office to the employee the same day it is received. The mail stop number should be placed on the inter-office envelope.

- a. If the employee can't be located in the department's directory or the county's directory then send all traffic violation to Personnel Division. They will research the location of the employee and send them the traffic violation.
2. "We Tip" mail is entered in the "We Tip" binder. The binder is located in the overhead bin above the desk in the mailroom. When "We Tip" mail are received enter the date, number, type of crime, and where it is sent to are recorded in the binder. Then send the mail to the appropriate substation.
 - a. If the "We Tip" mail does not belong to the Sheriff Department, research which police department the "We Tip" belongs to and forward to that agency.

D. DISTRIBUTION OF MAIL

1. Complaints from inmates are delivered to Internal Affairs.
2. Lost property mail from inmates is delivered to Detentions Investigations Unit (DIU).
3. The Administrative Supervisor will assist in determining where questionable mail should go.
4. Uniform reimbursement mail should go to Personnel.
5. A stack of US mail envelopes that are rubber banded with a Financial Sheet around it and addressed to Sheriff's Personnel are counted. The number of envelopes should match the number on the financial sheet. Once that is confirmed, the financial sheet should be recycled and envelopes go to Personnel.

E. MISCELLANEOUS

1. If there are a lot of empty mail bins in the mailroom, some of them can be taken to the front lobby area for the US mail carrier to pick up. A note is placed on the stack for the mail carrier to take the bins. Also inform the deputies at the lobby station about the bins.