

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy ED
Responsible Office: Chief Operating Officer

MAIL SERVICES

A. PURPOSE

To establish regulations for the use of U.S., interoffice, parcel, overnight, and courier mail services.

B. GUIDELINES

The Central Office Mailroom at the Carol Sheffey Parham Building receives, processes, and delivers mail throughout the Anne Arundel County Public Schools (AACPS) system each work day. Mail is a vital part of expediting communications within the school system and to students, parents, and the community. Mail is also vital in conducting the normal business and fiscal process of the school system. It is essential, therefore, to establish and adhere to mail services regulations.

C. PROCEDURES

1. Interoffice Mail
 - a. Interoffice mail is the AACPS in-house correspondence that is sent from one location to another.
 - b. Interoffice mail shall be delivered to and picked up from schools and offices per established delivery schedules.
 - c. Interoffice mail shall be sent in inter-department or manila envelopes.
 - d. Interoffice mail shall be used for the distribution of union materials consistent with the applicable provisions of the appropriate negotiated agreements, insofar as the mail content does not violate prohibitions regarding restricted materials.
 - e. Items that are too large for inter-departmental envelopes shall be boxed, bagged, or otherwise packaged for easy handling and delivery.

- f. The Central Office Mailroom (Mailroom) shall be contacted when five (5) or more boxes or packages are to be picked up.
- g. Mailings of ten (10) or more interoffice envelopes shall be sorted by delivery area by the sender prior to being picked up by the mail delivery driver. See interoffice mail area list in Appendix.
- h. The Operating & Supply Warehouse shall be contacted for pick up of textbooks, furniture, supplies, and equipment.
- i. The Mailroom shall be notified at least five (5) days in advance of relocating to another location.
- j. The Mailroom shall be contacted at least five (5) days in advance of establishing new office locations.

2. Interoffice Mail - Restricted Material

AACPS interoffice mail is for official use only. The following materials shall not be sent through interoffice mail:

- a. Items advocating an individual's or group's political, social, or religious position.
- b. Items of a commercial nature that solicit, or would provide personal and/or financial gain to an AACPS employee, family member, or to a profit-making organization.
- c. Items deemed inappropriate by the Superintendent's designee.
- d. Personal items such as invitations, greeting cards, photographs, etc.
- e. Perishable items.
- f. Items emitting or with the potential to emit a foul or obnoxious odor.
- g. Drugs and medications.
- h. Plants and animals.
- i. Hazardous material as defined by the Department of Transportation as flammable, combustible, bio hazard, and corrosive materials.
- j. Items that could potentially damage or ruin other mail.
- k. Cash.

3. U.S., Overnight, and Courier Mail
 - a. First Class Mail consists of postcards, letters, and large envelopes (flats) normally received from the U.S. Postal Service. The Mailroom shall receive, process, and distribute/forward first class mail for the Central Office and for satellite offices only.
 - b. Schools shall send and receive first class mail directly to/from the nearest U.S. Post Office.
 - c. Central Office and satellite offices may send packages (up to 70 lbs.) through the mailroom to the U.S. Post Office or to commercial carriers such as UPS, FEDEX, DHL, etc. for shipping. Contact the Mailroom for guidance.
 - d. Schools shall send packages to the above service providers at school expense.
 - e. Central Office and satellite offices may send mail by same-day courier to locations in the Baltimore/Washington metro areas. Contact the Mailroom for use of this service.
 - f. Contact the Mailroom for outgoing mass/bulk mailings to fifty (50) or more addressees.
 - g. Incoming U.S. Mail shall be sorted and delivered throughout the Central Office within two (2) business days of receipt.

4. U.S. Mail – Restricted Items
 - a. The U.S. Postal Service will not handle anything which may kill or injure someone, or damaged mail is non-mailable. Restricted items include, but are not limited to:
 - (1) All types and classes of poisons, including controlled substances.
 - (2) All poisonous animals and insects.
 - (3) All disease germs or scabs.
 - (4) All explosives, flammable materials, or other devices or compositions that may ignite, combust, or explode.
 - b. All postal standards will be followed when sending, processing, or receiving U.S. Mail. See mailability standards at usps.com or contact the Mailroom for guidance.

5. Hazardous Mail

- a. Mail can potentially be used to conduct acts of terror. All employees should be familiar with recognizing, handling, and reporting suspicious mail.
- b. A letter or package may be considered suspicious if any of the following are noticed; the list is not inclusive:
 - (1) Unknown addressee or sender.
 - (2) Overwrapped, excessive postage, excessive tape or strings.
 - (3) Oily stains or discoloration.
 - (4) Unusual weight, lopsided, rigid, uneven.
 - (5) Strange odor or sound detected.
 - (6) Wires protruding.
 - (7) Powdery substance felt when envelope/parcel is handled.
- c. If a suspicious letter or package is suspected, follow the steps below:
 - (1) Isolate mail and do not handle, open, smell, or taste contents.
 - (2) Place mail in container, bag, box, etc.
 - (3) Wash hands immediately.
 - (4) Secure/cordon off area.
 - (5) Notify supervisor.
 - (6) Notify School Security Office.
 - (7) School Security Office to contact Police and Fire/EMS.
 - (8) School Security Office to contact U.S. Postal Inspectors.

6. Mail Theft

- a. Schools and offices shall report missing or stolen mail to Mailroom personnel.

- b. Offices shall report stolen or missing U.S. Mail to the Mailroom personnel who will immediately notify the Postmaster or nearest Postal Inspector. Offices are also to notify the School Security Office.
- c. Schools shall report stolen or missing U.S. Mail to the nearest Postmaster and Postal Inspector. Schools are also to notify the School Security Office.
- d. Schools will be asked to file a formal complaint using PS Form 2016, *Mail Theft and Vandalism Complaint*. By analyzing information collected from the form, Postal Inspectors may determine whether the problem is isolated or part of a larger mail theft problem. It may also help Postal Inspectors locate and apprehend the suspects.

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