



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: MAY 1, 2023	CHAPTER: 1 - Administrative	PAGE: 1 of 2	NUMBER: 1.02.12
SUBJECT: DIVISION MAIL SERVICE			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish guidelines for the use of Cleveland Division of Police Mail Service and the acceptance of United States Postal Service (USPS) mail.

POLICY: **It is the policy of the Cleveland Division of Police** that its members shall use the Division Mail Service in a responsible and professional manner, as well as accept certified mail as described herein.

PROCEDURES:

I. Divisional Mail

- A. Members shall use the Division Mail Service and Division letterhead for official Division business only.
- B. Members shall route Division mail through the Division Mailroom.

II. Certified Mail

- A. Members shall only accept certified mail only in the following circumstances:
 - 1. Mail addressed to a specific City department (e.g. City of Cleveland Law Department). The word “Cleveland” must appear as part of the addressee.
 - 2. Mail addressed to City officials at the commissioner/commander level or higher.
- B. *Members shall not accept certified mail if:*
 - 1. *It is addressed to a retired, resigned, or terminated member.*
 - 2. *Service is made to a location other than the member’s current assignment.*
 - 3. *It is addressed to a member who is on suspension, sick leave, furlough, or any other type of time off that would delay the personal service.*

III. Personal Mail

- A. Members shall not send personal mail at the city’s expense.
- B. Mailroom personnel shall notify their supervisor upon receipt of unauthorized or personal mail.

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IV. *Division Mailroom*

- A. *Administrative supervisors shall ensure that the mail for their district/unit is retrieved from the Division Mailroom Monday through Friday with the exception of holidays.*
- B. *The Division Mailroom is located at 1300 Ontario Street, 3rd floor, Cleveland, Ohio 44113; hours are Monday through Friday from 0700 to 1500 hours.*

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.