MAIL SERVICE

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: Members shall use the Division Mail Service in a responsible and professional manner, as well as accept certified mail as described herein.

PROCEDURES:

I. Members shall use the Division Mail Service and Division letterhead only for official Division business.

II. Members shall route Division mail through the Division Mailroom.

III. Members shall not send personal mail at the City’s expense.

IV. Mailroom personnel shall notify their supervisor upon receipt of unauthorized mail.

V. Members shall accept certified mail only in the following circumstances:

   A. Mail addressed to a specific City department (e.g. City of Cleveland Law Department). The word “Cleveland” must appear as part of the addressee.

   B. Mail addressed to City officials at the commissioner/commander level or higher.