3-05/120.00 - Department Postage

The postage meters assigned to stations and bureaus shall be utilized to the maximum extent possible to achieve greater operational efficiency and ensure maximum accountability for the issuance of postage. The following are guidelines for using Department postage:

- All correspondence except that for emergent use with authorized approval shall bear metered postage;
- Use of postage stamps shall be eliminated for stations and bureaus except for emergent use with authorized approval;
- No prepaid metered postage envelopes shall be allowed;
- All mailing machines shall have individualized postal meter numbers and identifying stamps (e.g., Los Angeles County Sheriff's Department-Lomita Station) which will be imprinted on all metered postage to provide proper control and accountability;
- All mail shall be weighed and only the required postage shall be issued. Gummed mailing labels will be provided for large envelopes and packages;
- Mailing machine malfunctions or requests for maintenance shall be referred to the vendor if machine is leased. Questions and requests for maintenance regarding Department-owned mailing machines shall be referred to Internal Services Department, Telecommunication and Support Services Division;
- To obtain immediate assistance on classification of mail and mail preparations, contact the nearest U.S. Post Office. A customer service representative who will respond to a unit in order to provide more detailed information, may be contacted through customer service, (800) 275-8777; and
- Metered postage and postage stamps shall be used for county business only. No postage stamps shall be sold to employees for their personal use nor shall metering be used for personal use.