3-05/120.15 - Patrol Stations and Emergency Operations Bureau

Each station shall establish a central location for the collection of all material to be mailed. Mail to be metered shall be sealed and sorted with the return address positioned in the left-hand corner. At the beginning and end of each day watch, the supervising station clerk shall supervise the processing of all mail. The only exceptions as to the time of mailing shall be with the approval of the station watch commander. The operations lieutenant or supervising station clerk, where appropriate, shall be assigned the responsibility for key control and accountability.

Separate mail into batches, the first batch to include all regular first class mail requiring only minimum postage. The second batch shall include all other mail (e.g., special delivery, registered, bulk, first class in excess of minimum postage, etc.). Volume mailings of a given postage amount are to be grouped separately.

The date of the meter must be the date of processing by the post office. Check meters for correct date prior to the first run each morning. Incorrect dates increase county cost and result in unnecessary delay in the distribution and dispatch of mail.

Any unit whose postal meter will be utilized by other units shall maintain a postage meter mail log so that the respective units can be properly charged for postage. The log shall provide:

- Date;
- Beginning ascending amount shown on meter (end of run);
- Total amount of meter run (beginning ascending amount minus ending ascending amount);
- Unit; and
- Initials of operator.

A summary of the log by unit with the unit commander's approval shall be submitted on a monthly basis to the Director of Fiscal Administration for distribution of cost to the various units.