

## **LCS Unit Order 30**

### **LANCASTER STATION**

#### **UNIT ORDER # 30**

### **RECEIPT OF PERSONAL MAIL**

#### **PURPOSE:**

The purpose of this unit order is to establish protocol regarding the receipt of mail at Lancaster station.

#### **ORDER:**

All personnel assigned to Lancaster station shall make every attempt to have personal mail delivered to their home address or Post Office Box. The receipt of personal mail (newspapers, magazines, utility bills etc.) addressed to Lancaster station employees will be redirected to such addresses. Only confidential mail (DMV, County Business, and Court Business) will be delivered to an employee's mail box at the station.

Department policy prohibits posting, possessing, sending, soliciting or displaying in the workplace sexually suggestive, racist, "hate-site" related, or obscene letters, notes, invitations, cartoons, posters, facsimiles, electronic mail or web links.

Employees will be disciplined in accordance with this Policy for using any Departmental communication system or equipment to deliver, display, store, publish, circulate, or solicit material in violation of this Policy.

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