



PROCEDURES FOR HANDLING SUSPICIOUS PACKAGES AND MAIL

These procedures are intended to provide a uniform method of handling suspicious packages and mail.

These procedures apply to all mail and packages received at any post office.

When a suspicious package or mail is received, the carrier should immediately report the matter to the post office manager or the nearest law enforcement agency.

REPORTING A SUSPICIOUS PACKAGE OR MAIL

The carrier should immediately report the matter to the post office manager or the nearest law enforcement agency.

The carrier should provide the following information to the post office manager or law enforcement agency:

- 1. Description of the package or mail, including the sender's name and address, the recipient's name and address, and the date and time of delivery.
- 2. Description of the suspicious nature of the package or mail, including any unusual markings, odors, or sounds.
- 3. Location of the package or mail, including the street address, city, state, and zip code.
- 4. Name and telephone number of the carrier who discovered the package or mail.

The carrier should remain at the location until the post office manager or law enforcement agency arrives.

The carrier should not attempt to open the package or mail, and should not touch any suspicious substance.

The carrier should not discuss the matter with anyone other than the post office manager or law enforcement agency.

The carrier should not return the package or mail to the sender.

The carrier should not attempt to dispose of the package or mail.

PROCEDURES FOR HANDLING SUSPICIOUS PACKAGES AND MAIL

Step 1:

When a suspicious package or mail is received, the carrier should immediately report the matter to the post office manager or the nearest law enforcement agency.

The carrier should provide the following information to the post office manager or law enforcement agency:

- 1. Description of the package or mail, including the sender's name and address, the recipient's name and address, and the date and time of delivery.
- 2. Description of the suspicious nature of the package or mail, including any unusual markings, odors, or sounds.
- 3. Location of the package or mail, including the street address, city, state, and zip code.
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