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| MAIL SERVICE | | | | NO. 672 | |
| POLICY:  The facility provides basic mail service which incorporates receipt, delivery, and posting of mail. This service is a function of the Office Management.  PROCEDURE:  1. Incoming Mail  a) Mail is brought to the facility by a postal worker Monday through Saturday, except holidays. The mail is sorted and distributed into the various mail boxes.  b) Residents are encouraged to retrieve their own mail from their individual mailbox located in the main office during office hours, unless there is a medical or cognitive reason for which they are unable to leave their bed or room. If the resident is able to retrieve their mail, but declines to do so, the office staff or program manager will deliver it to their room as their mail box becomes full, at least 1 time weekly.  2. Outgoing Mail  a) Mail is posted on a daily basis.  b) Mail must be delivered to the Main Office by 10:00 a.m. if it is to go out the same day.  c) Special mailing requests (i.e., Special Delivery, Registered, Insured) should be brought to the Administrative Room with specific requests and instructions.  3. Departmental pickup/delivery  a) Departments will send a representative to pick up or deliver mail for/from their departments. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |