
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.17.14</b>	
Subject:		Distribution:
<b>Traf-O-Teria/Mail Pick-Up/Delivery</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 01-38</b>
References:		
<b>CALEA: N/A PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to establish guidelines for the pick-up and delivery of the mail and Traf-O-Teria tickets.

## **PROCEDURE**

### **A. Post Office Pick-Up and Delivery**

1. The Police Utility Attendant will pick up the Township mail and Traf-O-Teria tickets at the Ardmore Post Office each day, Monday through Friday. If the Police Utility Attendant is unavailable a beat car shall be assigned to make the pick-up. Platoon Sergeants are to ensure that the mail pick-up is completed on a daily basis.
2. The mailbag will be returned to the mailroom in the basement of the Township Building for distribution.
3. The Traf-O-Teria tickets will be forwarded to the Parking Services Department for processing.

### **B. In-house mail Distribution**

1. In-house mail distribution is to be conducted Monday through Friday, three times a day at the following times:
  - 0900 to 0930 hrs.**
  - 1230 to 1300 hrs.**
  - 1500 to 1530 hrs.**
2. Records Unit personnel, designated by the Auxiliary Service Unit Commander, will be assigned to pick-up and deliver the mail. If the assigned records unit

employee schedules time off, it is the responsibility of that employee to notify the Report Review Officer to arrange for coverage of this assignment.

3. Mail pick-up and delivery shall be done in the following order:
  - a. Mail is to be delivered and picked up from the Township Building according to the above schedule.
  - b. Incoming mail not specifically designated to a particular person or unit is to be sent unopened to the Superintendent's Office.
  - c. Subpoenas from local courts of Montgomery County addressed to individual officers are to be opened by the clerk assigned to subpoena tracking as per policy in order to properly document and track the subpoena.
  - d. Mail from the Township Building is to be properly distributed to the appropriate mail bin for the various police department offices.
  - e. Mail is then to be delivered to the appropriate offices.
  - f. Pick up any outbound mail from various offices during all delivery sessions.
  - g. Faxes are to be picked up from the Investigations Unit during all mail delivery sessions and distributed to the appropriate office or person.
- C. All outgoing mail shall be prepared by the end of each work day so that the Township Mail Clerk can collect it and place it at the mailbox outside the Township Building for pick up by Postal Workers.

### **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.