

From the Office Of Emergency Preparedness

REGISTERED MAIL

SECURITY

Always

- Keep all Registered Mail™ in a locked drawer, cabinet, or container. Allow only one person access.
- Secure the key. The key to the locked drawer, cabinet, or container must be assigned to a single individual who must keep it in his or her possession and not share it with other employees.
- Sign in and out of the registry section.
- Immediately transfer Registered Mail received on the platform or dock to the registry section. When necessary, temporarily secure Registered Mail within a locked container attached to the building, for no more than 30 minutes.
- Get signed receipts when transferring custody of Registered Mail. Use PS Form 3854, *Manifold Registry Dispatch Book*, to transfer custody.
- On a route, place registered articles in the pocket of your satchel if one is provided.
- When leaving the route for lunch, lock undelivered Registered Mail in a designated relay box or vehicle in accordance with existing practices.
- Maintain individual accountability.

Never

- Leave the door to the registry section open or unlocked.
- Leave the key to the locked drawer, cabinet, or container in the lock; hanging in the open; or otherwise accessible to others.
- Allow multiple employees access to the key to the drawer, cabinet, or container.
- Transfer custody of Registered Mail without obtaining a signed receipt from the individual accepting custody.