

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 20.030 - Personal Mail/Packages

Date: July 2021
Revision No.: 3
Supersedes: July 23, 2019
First Adopted: August 6, 1990

POLICY:

Personal mail, bills, catalogs, magazines, packages, etc. should not be received regularly through the Water Department.

PROCEDURE:

Increased convenience through internet shopping has resulted in more personal mail and packages at home. Receiving personal mail and packages at the workplace may interrupt the normal process flow of work-related deliveries. While occasional personal packages or mail may be delivered to the office, the general rule is that the Department's mailroom services are for business purposes for these reasons:

- Safety and storage of delivered items
- Impact on productivity (people ordering and opening packages during work time)
- Receipt of inappropriate materials in the workplace
- Confusion of business and personal packages
- Privacy (for example, the inadvertent opening of personal items)
- Additional work for the Department mailroom
- Delivery of spoiled food or live animals.

Association subscriptions paid for by the Water Department for an individual are not considered personal mail.

Policy Review

Board approved:

8/6/1990

Revision Board approved:

9/1992

No changes:

7/2018

Revision Board approved:

7/23/2019

Minor changes GM approved:

7/2021

No changes:

7/2022

No changes:

7/2023

No changes:

7/2024
