

**1.416 MAIL BOXES**

- A. The agency assigns mail distribution boxes to all full-time employees as a convenience to facilitate agency communications.
- B. Mailboxes have open fronts thereby providing no security to contents therein.
  - 1. Agency employees will clear out their mailboxes at least once every day they are on-duty.
  - 2. Mailboxes are not to be utilized as document or property storage areas.