University of Maryland Department of Public Safety Manual of Rules and Procedures

## 1.416 MAIL BOXES

A. The agency assigns mail distribution boxes to all full-time employees as a convenience to facilitate agency communications.

Unit: 1.416

Effective: December 4, 1995

Replacement Edition: 030107

- 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