

## **B-8 PERSONAL MAIL POLICY**



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By: General Services  
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### **8.1.0 PURPOSE**

- 8.1.1 The Department of General Services and the Mail Room strive to provide efficient and timely services to the County and its Departments. In an effort to maximize its efficiency, County employees are not permitted to utilize the Mail Room resources for delivery of personal mail regardless of delivery method: USPS, FedEx, UPS, etc.
- 8.1.2 The Solano County Mail and Courier System is reserved exclusively for County business.

### **8.2.0 POLICY**

- 8.2.1 County employees and equipment resources are for the exclusive use of mail associated with County business. Non-County related items and/or personal items are not to be sent through the County Mail System for distribution within or outside of the County. Employees should reasonably expect that personal mail/parcels received through the County Mail System will not be delivered to the employee. Additionally, employees should reasonably expect that personal mail/parcels being delivered to a work site (i.e., not through the County Mail System) will not be accepted.
- 8.2.2 No personal mail and/or parcels will be sent out by the Mail Room for outgoing mail.