

Kern County Administrative Office

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SUBJECT: COUNTY OPERATED MAIL SERVICES POLICIES

The County Mail Services unit is operated under the direction of the General Services Division of the County Administrative Office. Mail Services was established to provide cost-effective interoffice mail services between County departments and selected public agencies throughout the County. Mail Services also collects U.S. mail from County departments, weighs and applies postage, and prepares it for mailing. Prepared U.S. mail is either collected from the mailroom by the postal service or delivered to the post office.

Procedures for Sending Interoffice Mail:

- Reusable interoffice mail envelopes are available by contacting the mailroom.
- Interoffice mail should be addressed using the full department name (no abbreviations) and, if possible, the full name of the addressee. Caution should be exercised to completely cross out any other department names on the interoffice envelope in order to prevent the envelope from inadvertently being returned to your department.

Prohibition Against Personal Mail/Parcels:

- It is against County policy to send or receive personal mail or parcels through the County mail system.
- If personal mail or parcels are received by the mailroom, the mailroom will apply a sticker reminding employees that personal mail may not be sent to the County. After this reminder, personal items will be held undelivered in the mailroom.