

MANAGING DIRECTOR'S DIRECTIVE NO. 41A

USE OF CITY MAIL SERVICE

GENERAL

The City's mail service represents a cost to the taxpayers, and therefore is to be used for official business only.

PERSONAL USE

Stamped Mail - Use of the Interdepartmental Messenger pickup service to convey personal correspondence to the U.S. Postal Service constitutes an unlawful diversion of service even if proper postage has been affixed to the item by the sender.

If an item is clearly identifiable by the Mail Room as personal, it will be returned to the sender.

Unstamped Mail - If an item has been disguised as official business by being placed in a City envelope or package, and adequate postage has not been affixed by the sender, this constitutes evidence of intention to steal by fraud the value of the postage, the service, and the mailing materials.

Suspect items will be opened, and if found in violation of this directive, the sender may be disciplined, prosecuted, or both.

Pre-Metered Envelopes - Appropriation of pre-metered envelopes for personal use constitutes theft, and will be treated as such.

UNITS WITHOUT INTERDEPARTMENTAL MESSENGER SERVICE

There is no Interdepartmental Messenger Service to the following agencies:

Superior Court of Pennsylvania  
Supreme Court of Pennsylvania  
Philadelphia Gas Works  
Southeastern PA Transportation Authority  
A.F.S.M.E. District Council #47  
A.F.S.M.E. District Council #33

Philadelphia Chamber of Commerce  
Atwater Kent Museum  
Betsy Ross House  
Camp William Penn  
Food Distribution Center  
Law Library  
Old Fort Mifflin  
Philadelphia Authority for Industrial Development  
Philadelphia Bar Association  
Philadelphia Citywide Development  
Philadelphia Industrial Development Corp.  
Philadelphia Port Authority  
Port of History Museum  
Commonwealth Court of Pennsylvania

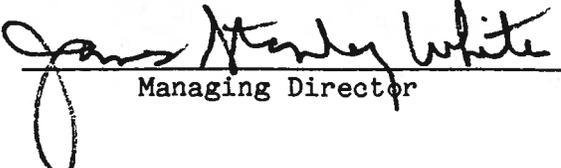
All other mailings to units within City Government must be sent via Interdepartmental Messenger Service, not via U.S. Postal Service. This includes all City departments, boards or agencies located in City Hall, City Hall Annex, Municipal Services Building and any other City occupied building.

PREPARATION REQUIREMENTS

Outgoing U.S. Postal Mailings should be enclosed in envelopes and sealed to avoid loss of contents. Manila envelopes with metal clamps may be closed and secured with the clamps. Packages must be wrapped and secured to avoid loss of contents.

All Outgoing U.S. Postal Mailings must be completely addressed, including zip codes.

All Interdepartmental Mailings should be completely addressed including Building and Room locations.

  
Managing Director