

**ADMINISTRATIVE SERVICES BUREAU
RECORDS AND IDENTIFICATION DIVISION**

NOTICE
10.4

February 15, 2018

TO: All Department Personnel

FROM: Commanding Officer, Administrative Services Bureau

SUBJECT: MAILING NON – UNITED STATES POSTAL SERVICE PACKAGES VIA UPS, FEDEX GROUND OR FEDEX EXPRESS FROM THE POLICE ADMINISTRATION BUILDING

Employees sending non-United States Postal Service (USPS) business related packages from Police Administrative Building (PAB) using private mailing courier companies, e.g., United Parcel Service (UPS), FedEx Ground, or FedEx Express, must contact the courier directly to schedule the pick-up of the package. Employees shall notify the courier that the package is located in PAB Mail Room P-144, in the clearly designated areas.


Contact numbers are located on the private courier's shipping label or air bill. For convenience, common contact numbers are as follows:


United Parcel Service (UPS)	(800) 742-5877
FedEx Ground	(800) 463-3339
FedEx Express	(800) 463-3339

Employees shall update the Mail Room log prior to leaving packages, to include the employee name, serial number, and the date. Employees mailing packages are responsible for calling the appropriate courier for pickup, recordation, and tracking.

If you have any questions regarding this matter, please contact Senior Management Analyst II Charles Shivers, Records and Identification Division at (213) 486-8167.

APPROVED:


GLORIA GRUBE, Police Administrator III
Commanding Officer
Administrative Services Bureau


SEAN W. MALINOWSKI, Deputy Chief
Chief of Staff
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