

SAN FRANCISCO DISTRICT MANAGER



REISSUANCE

April 19, 2010

**ALL EMPLOYEES
SAN FRANCISCO DISTRICT**

SUBJECT: Large Personal Items on the Workroom Floor

It is important to maintain the security of postal operations and ensure the sanctity of the mail. Consequently, personal belongings such as briefcases, backpacks, tote bags, large purses, portable coolers, and oversize coats are not allowed on to workroom floors, in registry cages, and in other areas deemed off-limits by local management.

Oversized personal items are defined as anything larger than 5 inches by 10 inches in height, width, or combined. Employees entering a facility carrying an oversized item must take it directly to their personal locker or leave it in their vehicle.

All personal items brought into or taken out of a Postal facility are subject to inspection by a manager, Postal Inspector, or other official – at any time – to ensure that security and the sanctity of the mail are protected. Contact your supervisor if you need accommodation for a specific personal or medical need.

The San Francisco District Leadership is expected to lead by example and to enforce this policy at all times with our employees.

A handwritten signature in black ink, appearing to read "Rosemarie Fernandez", written over a circular stamp or seal.

Rosemarie Fernandez