

CAROLINE CALDERONE BAISLEY
DIRECTOR OF HEALTH

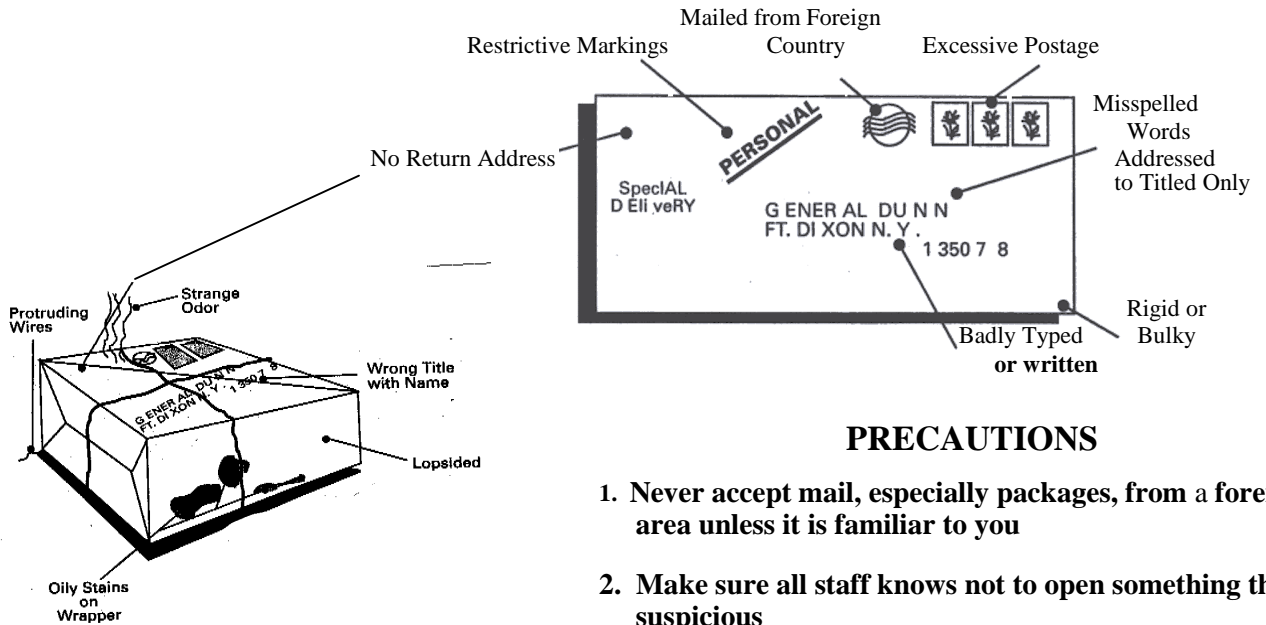


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DIVISION OF ENVIRONMENTAL SERVICES
DOUGLAS SERAFIN, Laboratory
JENNIFER JOHNSON, Director
DIVISION OF FAMILY HEALTH
THOMAS MAHONEY, Director
SPECIAL CLINICAL SERVICES

DEPARTMENT OF HEALTH

GUIDELINES FOR HANDLING MAIL

LETTER AND PACKAGE INDICATORS THAT SHOULD RAISE SUSPICION



PRECAUTIONS

1. Never accept mail, especially packages, from a foreign area unless it is familiar to you
2. Make sure all staff knows not to open something that is suspicious
3. Remember -- Treat it as Suspect
4. Always access your mail and bring anything suspicious to the attention of your supervisor

ITEMS THAT SHOULD RAISE SUSPICION

Call the Greenwich Police Department if you receive a suspicious letter or package
622-8006

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| <ul style="list-style-type: none"> • Excessive Postage • Incorrect Titles • Titles But No Names • Misspellings of Common Words • Oily Stains, Discolorations or Leaky Substance • No Return Address • Rigid Envelope | <ul style="list-style-type: none"> • Excessive Weight • Lopsided or Uneven Envelope • Protruding Wires or Tinfoil • Visual Distractions • Foreign Mail • Excessive markings such as Confidential, Personal, etc. • Excessive Securing Material such as Masking Tape, String, etc. |
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