

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	432
		Original Date	02/25/1987
	Department: Personnel	Revised Date	01/09/2014
	Employee Mail		

POLICY:

Only business related mail is to be received at the Montana Mental Health Nursing Care Center. Employee personal mail should be mailed to their home.

PROCEDURE:

1. All State of Montana correspondence received at the Montana Mental Health Nursing Care Center will come to the administration office.
2. The mail will be opened and date stamped prior to delivery to the appropriate person, following procedure.
3. Mail will be forwarded to the addressee unopened if it is specifically marked personal and/or confidential.
4. If there is a question by the person opening the mail in regards to if it is personal or business, the appropriate supervisor will be contacted.
5. Employee mail and personal packages may not be delivered to the Center.
6. All mail delivered from the Public Health and Human Services laboratory will be delivered to the addressee unopened.
7. If a suspicious envelope or package is received, follow the procedure in Attachment #1.