

Procedure: Suspicious Mail or Package	Last Update: January 2009
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References: Security and Safety Committee Policy

Purpose: To implement safety practices regarding response to suspicious mail or package.

Procedure: Suspicious Mail or Package

A. Characteristics of Suspicious Mail and Packages

Some characteristics of suspicious mail and packages include the following:	
No return address	Shows a city or state in the postmark that does not match the return address
Excessive postage	Excessive security material such as masking tape, string, etc.
Incorrect titles	Title, but no name
Misspellings of common words	Handwritten or poorly typed addresses
Excessive weight	Visual distractions
Lopsided, rigid or uneven envelope	Package may have an irregular shape, soft spots, or bulges
Source of the mailing is not recognized by the recipient/addressee	A package or item that is discovered and appears to be unattended or out of place for the location
Unexpected mailing	Marked with restrictive endorsements such as "Personal" or "Confidential"
Liquid or other substance leaking from the package	Oily stains, powdery substance, discolorations or odor
Protruding wires or aluminum foil	Ticking, buzzing or sloshing sound

B. Response to a Suspicious Mail or Package:

1. Notify law enforcement personnel from a safe location

Administration and Courts Building	Weekdays, 6 AM to 6 PM All other times	Extension 6000 9-911 from County land line 911 from all other telephones
Human Services Building or Laramie Building	Weekdays, 8 AM to 6 PM All other times	Extension 6000 9-911 from County land line 911 from all other telephones
All other County Facilities		9-911 from County land line 911 from all other telephones

2. Always treat suspicious mail or packages as suspect. Treat as a real threat until properly evaluated.

DO	DO NOT
For All Suspicious Mail and Packages	
Keep others away from the mail or package	Ignore the threat
Calmly notify supervisor and others in the area and evacuate the immediate area	Handle, move, or open
Remain available to answer questions from law enforcement personnel and other first responders	Touch, disturb, shake, bump, smell, taste or analyze the contents
	Pass to others to examine
	Do not allow others into the immediate area.
For Explosive Material or Device	
	Use electronic devices of any sort
For Radiological Threat	
Limit exposure	
Shield yourself from the object	
For Biological or Chemical Threat	
Wash exposed skin surfaces with soap and cold water	
For Opened Package with present and/or spilled powder or other substance	
Immediately set the mail or package down at the location where it was opened	Attempt to clean up the powder or other substance
Shut down any fans or other components of the HVAC if possible	
Wash exposed skin surfaces with soap and cold water	
Remain isolated from others until properly evaluated	