

## Security conformity

### All offices, units, plants on the same secure page

District Manager Jeffrey Becker and Senior Plant Manager Kelvin Williams sent a memo to all managers on May 27. There's a Standard Operating Security Procedure for everyone. By the way - leave that backpack in your locker.

[Read the SOP, Be Secure: Full Story](#)



## Security conformity

### New SOP addressed to everyone

Got an office security procedure? According to a memorandum sent to all offices on May 27, you should.

In the memo, signed by District Manager Jeffrey Becker and Senior Plant Manager Kelvin Williams, managers were told that large personal articles are prohibited on the workroom floor.

What constitutes a 'large personal article'? Items such as briefcases, backpacks, tote bags, purses, other containers, and oversized coats present a potential security risk and must not be allowed on the workroom floor.

Attached to the memo was a district-wide SOP called 'Richmond Performance Cluster Security Procedures.'

Six areas of emphasis were noted. Look for the SOP to be posted in your unit, and read it carefully. Here's a brief synopsis of the content areas; read full details when you see the poster.

**Postal Property, Including Parking Lots:** Attention is called to Poster 158 – Items Prohibited on Postal Property. Break rooms, smoking areas, parking lots, vending areas and cafeterias are postal property; the rules apply in those areas as well.

**Employee Entrance:** Photo ID badges must be displayed when reporting for duty. Briefcases, backpacks and other large items are subject to inspection.

**Photo Identification Badge:** Must be worn at all times while on duty. Contractors and visitors must be provided with ID. Anyone on postal property without an ID must be escorted to the nearest supervisor.

**Valuables and Personal Belongings on Workroom Floor:** No valuables should be brought into the workplace, as the USPS is not responsible for lost or stolen property. Large items mentioned at the beginning of this article (briefcases, purses, etc.) must not be brought on the workroom floor.

**Registered Mail:** Security must be maintained from receipt to delivery of each piece of Registered Mail. Individual accountability must be maintained throughout the handling process.

**Vehicles:** When not in direct sight, the vehicle must be locked. Keep keys secure. Follow vehicle inventory methods precisely.

Does your unit comply with all six areas of emphasis? If you see a discrepancy, call it to your supervisor's attention right away.

Look for the poster. Read it carefully. Comply. It's that simple. And if you need a clarification or more information, contact Emergency Preparedness Manager Larry Reynolds: [larry.b.reynolds@usps.gov](mailto:larry.b.reynolds@usps.gov).

### 325.3 Toilet Fixtures

Toilet fixtures should be replaced when they become in-operative, uneconomical to clean or maintain, or when there is a complete replacement of a toilet facility. Unless required by special considerations, such as matching existing equipment, replacement fixtures must be the same as that required in new construction. See Handbook RE-4, Standards for Facility Accessibility by the Physically Handicapped.

### 325.4 Bathrooms

Separate toilet rooms shall be provided for men and women except in buildings where fewer than five people are employed, where a single room with one water closet and one lavatory will be considered adequate. The number of fixtures required is based on the maximum number of employees at peak periods. (See Figure 11-1, Handbook MS-1.)

### 326 Painting

Normal exterior painting is scheduled on a three-year cycle and interior painting on a six-year cycle, except for public areas, which may need painting more frequently. However, the need for painting must be determined at each location by inspection. (See Handbooks MS-54 and MS-1. Handbook MS-1 contains recommended room and other space, numbering, and identification systems.) The use of leaded paint is not allowed.

### 327 Elevators

In most instances, manually operated elevators are to be replaced with automatic units. An analysis of the cost and anticipated benefits will be made to determine proper installation. Upgrade automatic passenger elevators according to the American National Standard Code for Elevators, ANSI A17.1 1981, to prevent unauthorized use of elevators during a fire. In earthquake-prone areas, comply with local safety codes. Verify adequate annual and semiannual inspections of elevators during a fire. In earthquake-prone areas, comply with local safety codes. Verify adequate annual and semiannual inspections of elevators (see Handbook MS-21.)

#### 327.1 General

Crowded conditions are not necessarily an environmental working condition deficiency unless serious safety and health considerations are involved. Normally,

crowded conditions are an operational capacity problem, and corrective action is to be justified on that basis.

### 327.2 Medical Facilities

A professionally staffed medical unit is not essential to all postal facilities. However, it is necessary to provide first-aid treatment for emergencies and essential occupational health services for all employees. When a medical unit is required, it should be located directly adjacent to the workroom and close to an exit where there is a driveway access, so that sick personnel may be taken to an ambulance without crossing the workroom floor. Standard drawings for medical unit room layout are available from each region.

### 327.3 Locker Rooms

An individual full-height locker is to be provided for each employee, except in warm climates where overcoats are not worn, where half-size lockers may be used. All lockers are anchored according to safety standards. Kickplates are installed at the bottom to prevent dust and litter from going under lockers. Enough benches or stools are provided to handle the largest tour (Handbook AS-504).

### 327.4 Food Services

Provide food service facility/space. Modify accommodations as necessary to stay within the confines of the present building without infringement on operational space, per Handbook AS-504.

### 328 Access

#### 328.1 Sidewalks

Sidewalks and other suitable accesses, including such items as curb cuts and ramps, are to be provided from parking areas and street frontage. The lobby should be accessible without stairs. If stairs are required, provision should be made for the physically handicapped. Walkways are to be lighted, have drainage, and be protected from parking areas and driveways by curbs, fences, or walls.



#### 328.2 Provisions for the Handicapped



All renovations must comply with Handbook RE-4, Standards for Facility Accessibility by the Physically



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| <b>1.</b>   | <b>Summary</b>   | <b>Rank: 763</b>  |
| <br>174 KB | <br>12 KB | <b>AIRS Number:</b> 30238 <b>USPS Number:</b> I94C4IC97085541 <b>Union Advocate:</b> L. TATUM <b>Union:</b> APWU <b>USPS Advocate:</b> V. PARKER <b>Grievant:</b> C. MARTIN <b>Arbitrator:</b> J. FLETCHER <b>Outcome:</b> SUSTAINED <b>Hearing Date:</b> 10/21/1998 <b>Decision Date:</b> 11/04/1998 |
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| <b>2.</b>   | <b>Summary</b>   | <b>Rank: 458</b>  |
| <br>190 KB | <br>21 KB | <b>AIRS Number:</b> 26268 <b>USPS Number:</b> I90C1IC95046971 <b>Union Advocate:</b> ROBERT D. KESSLER <b>Union:</b> APWU <b>USPS Advocate:</b> MARCIA G. GRANT <b>Grievant:</b> CLASS ACTION - DES MOINES, IA <b>Arbitrator:</b> JOHN C. FLETCHER <b>Outcome:</b> SUSTAINED <b>Hearing Date:</b> 09/06/1996 <b>Decision Date:</b> 09/28/1996 |
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| <b>3.</b>  | <b>Summary</b>  | <b>Rank: 282</b>  |
| <br>346 KB | <br>27 KB | <b>AIRS Number:</b> 37295 <b>USPS Number:</b> E98C1EC00087644 <b>Union Advocate:</b> DOUG DALTON <b>Union:</b> APWU <b>USPS Advocate:</b> TORI CLIFFORD <b>Grievant:</b> CLASS ACTION <b>Arbitrator:</b> VERN E. HAUCK <b>Outcome:</b> Sustained <b>Hearing Date:</b> 03/07/2002 <b>Decision Date:</b> 04/04/2002 |
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| <b>4.</b>   | <b>Summary</b>   | <b>Rank: 276</b>  |
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| <b>5.</b>   | <b>Summary</b>   | <b>Rank: 177</b>  |
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