

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Establishing Security )  
for the Mail/Freight Delivery and )  
Distribution System )

ORDER NO. 2-02

WHEREAS, recent events dictate that government facilities increase security protection; and

WHEREAS, the possibility of harm to County employees or facilities through the mail and freight delivery and distribution exists; and

WHEREAS, to reduce the risk of this harm, controls should be put on the system by which the County receives and distributes its mail and freight;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

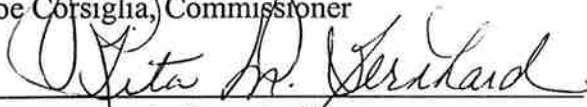
- 1) No items of a personal nature are to be delivered to or sent from the County's business address (at any County facility) or delivered or sent using the County's official mail distribution system, except for those items allowed for law enforcement personnel under state law.
- 2) All items delivered to the County's business address, whether by the US Postal Service, United Parcel Service, Federal Express, or other delivery organization or courier services will be delivered to a single freight receiving point in General Services.
- 3) The General Services Director is directed to develop, implement and update as necessary Procedures regarding mail handling and distribution for the County Courthouses.

Dated at St. Helens, Oregon this 16<sup>th</sup> day of January 2002.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By:   
Anthony Hyde, Chairman

By:   
Joe Corsiglia, Commissioner

By:   
Rita Bernhard, Commissioner

Approved as to form

By:   
Office of County Counsel