
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations

AREA: Distribution Services

Mail Security

MAPP 02.06.02 (FO)

I. POLICY

- A. The Lamar University (LU) Mail Center is committed to the secure processing and distribution of mail to the University community. This commitment includes mail sent through the United States Postal Service (USPS) as well as the University's inter-office and intra-campus mail.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the U.S. Code of Federal Regulations (CFR), Title 39, Postal Service; the Texas State University System (TSUS) Rules and Regulations; and other applicable federal and state laws, statutes, rules, and regulations governing postal services.

III. ROLES AND AUTHORITY

- A. The LU Office of Campus Operations, under the Chief Operations Officer (COO), has oversight for the LU Mail Center, including security issues related to the Center. LU's oversight is subject to federal rules and regulations governing postal services.

IV. SECURITY PROCEDURES

- A. As a federal postal facility, the LU Mail Center follows the security procedures of the USPS.
- B. The LU Mail Center establishes, as needed, additional procedures to provide added security for USPS and LU inter-office and intra-campus mail service. These include procedures that protect or support Mail Center equipment, operations, and mail during disruptions caused by local disasters (e.g., hurricanes/weather events, industrial accidents, etc.).
- C. Only LU Mail Center personnel and designated LU employees are allowed inside the mail facility and around mail processing equipment. Access by others is not allowed unless accompanied by Mail Center personnel and for a valid reason.
- D. LU faculty, staff, and students are required to present a valid University ID or other official, government-issued ID to pick up any packages, parcels, or accountable mail (e.g., USPS registered, certified, insured, express delivery, signature confirmation, etc.) from the Mail Center.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VI. APPROVAL

Dr. Robert H. Wagner

04/27/2022

Chief Operations Officer

Date

Dr. Jaime R. Taylor

04/27/2022

President

Date

REVISION LOG

Revision Number	Date	Description of Changes
1	04/21/2022	Version created.
	04/27/2022	Version approved by President.