

Chapter: General Financial Provisions
Rule: Incoming Mail

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ACA Standard(s): 3-JTS-1B-03

(a) **Policy.**

To insure proper control over funds, incoming mail at a Texas Youth Commission (TYC), except central office and facility youth mail and personal mail, is opened by a designated employee in the presence of another employee. Refer to GAP.93.1 Basic Youth Rights, for youth mail procedures.

Employees are instructed to have personal mail delivered to personal addresses.

(b) **Procedure.**

(1) The mail clerk or other designated employee:

- (A) sorts incoming mail in a central location to separate youth's mail from the facility's business mail;
- (B) delivers youth's mail in accordance with youth mail procedures;
- (C) delivers personal mail for employees with instructions to notify the sender of the employee's correct personal mailing address; and
- (D) opens business mail in the presence of the cashier or alternate cashier except business mail marked confidential or personal.

(2) The cashier or alternate:

- (A) writes a receipt immediately for any funds received, initials the receipt and has the mail clerk initial it also, excluding petty cash reimbursement warrants to be cashed; and
- (B) affixes restrictive endorsements on all checks and other negotiable items except petty cash reimbursement warrants to be cashed.

(3) The business manager, superintendent or halfway house superintendent must enforce adequate internal controls over incoming mail to insure that receipts are accounted for properly.
