



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES
PERDUE
GOVERNOR

1501 MAIL SERVICE CENTER, RALEIGH, N.C.
27699-1501

EUGENE A. CONTI, JR.
SECRETARY

MEMORANDUM

Date: September 20, 2010

To: DOT Employees

From: Secretary Eugene A. Conti, Jr.

A handwritten signature in black ink that reads "Eugene A. Conti, Jr." in a cursive script.

Re: Identifying and Handling Suspicious Mail and Packages

We have received updated recommendations from the Department of Crime Control and Public Safety and the Department of Administration on identifying and handling suspicious mail and packages. Initially, this effort was started in 2001 by the Department of Transportation with the distribution of a Department specific brochure and video. In an effort to make our Department a safer and more secure place to work, I am requiring that all employees review the information listed below. I am also requiring that this information be integrated into the Department's safety program for all units and be provided for new employees who handle mail regularly. In addition, I am requiring a copy of this letter be signed by all current employees, as well as new hires, and placed in their division personnel file.

Below please find the training requirements and location/links of the updated information:

1. The updated DOT brochure is attached and can be downloaded in a pdf from: <https://intranet.dot.state.nc.us/portal/135/17867/download.aspx>. Bulk reprints in highlight color can also be ordered at no cost from Supply Services at DMV Headquarters or the Transportation Building in Raleigh.
2. Suspicious Package Flyer by the State Capitol Police Division is to be reviewed by all employees. It is located at the following website: www.nccrimecontrol.org Go to divisions/State Capitol Police/documents
3. Flyer for Safe Mail Handling by the DOA State Mail Service Center is for those that handle and open mail. It is located at the following web site: <http://www.doa.nc.gov/msc/uspsmail.aspx>
4. Suspicious Mail Package Poster by the United States Post Office web site: <http://www.usps.com/news/2001/press/mailsecurity/security.htm>

Should you have questions or need additional information regarding identifying and handling of suspicious mail and packages, please contact Department Security at (919) 715-2723, Department Mail Services at (919) 733-3473, Department of Motor Vehicle Mail Services at (919) 861-3640, State Capitol Police at (919) 733-7333, or the State Mail Service Center at (919) 733-2913.

I have read the attached DOT Suspicious Letter and Package Awareness brochure and have been made aware of the websites listed above for review.

Employee Name

Date