

## Postal Offenses

12) Attend the Community Oriented Policing and Problem Solving Program meeting in your District. Call 625-7000 or 625-6700 for more information.

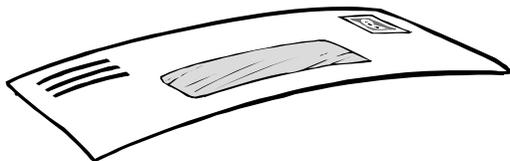
13) Be observant of activities on your street, including those near your letter carrier, his or her postal vehicle, residential mailboxes and collection boxes.

14) IMMEDIATELY report any suspicious persons or activity by calling 9-1-1 while suspects are still present. Remember, do not jeopardize your safety, but BE A GOOD WITNESS!

15) The Postal Service pays rewards for information leading to the arrest and conviction of mail thieves, Report suspect or crime information to Postal Inspectors, 24-hours a day, at 415-778-5800.

### 16) **READ IT, then SHRED IT!**

Destroy anything with your name, address or other identifying information on it before discarding, especially credit card and home loan applications. Junk mail to you is a gold mine to a thief. They often use those discarded applications to open fraudulent credit accounts in names of unsuspecting victims.



### **Theft of mail or possession of stolen mail:**

The illegal taking of mail from postal custody or from the mail receptacle of a postal customer, by a non-postal person, or the receipt or possession of mail known to have been stolen.

### **Theft of mail from rural mailboxes**

A popular target of thieves, these mailboxes are not always visible to the homeowners and are often clustered together by the side of the road. Often thieves steal outgoing mail left by residents in their boxes for pickup by postal letter carriers. Such mail sometimes contains checks used to pay household bills, and these checks contain bank account and other personal information that can be misused in various ways, including check forgery scams. Sometimes, the thieves discard mail they open but do not want by the side of the road.

### **Theft of mail from apartment house mailboxes**

Here, many mailboxes are grouped together. Anyone found going through more than one box should be considered suspect.

### **Possession of stolen mail**

Possession of mail addressed to others may have been stolen. Be alert for significant quantities of such mail, especially mail with checks payable to others and credit cards in the names of others.

### **Fraudulent credit card applications**

Con artists sometimes apply through the mail for credit cards in the names of unsuspecting victims or using fictitious names. Be alert for applications in a number of different names.

# Protect Yourself Against Mail Fraud and Theft



## City of Oakley Police Department

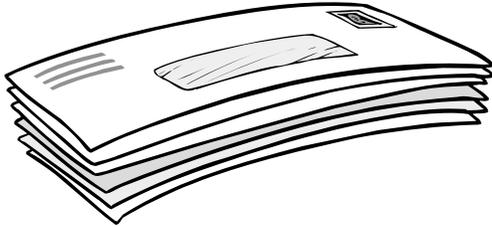
To report a crime, call:  
**Oakley P.D. Dispatch**  
**(925) 625-8060**

Administrative offices:  
Oakley Police Department:  
(925) 625-8855

**EMERGENCIES ONLY**

**Dial**  
**9-1-1**

## Tips to Prevent Theft from Residential Mailboxes and Collection Boxes



- 1) DO NOT leave outgoing mail in your unlocked mailbox.
- 2) DO deposit mail in a blue collection box or inside at your local post office. Use a collection box that is NOT FULL!
- 3) Make sure your mailbox is in good condition. Mailboxes in poor condition often expose mail to theft and bad weather. Your local postmaster can advise you on current postal regulations and steps you can take to improve the condition of your mailbox.
- 4) Promptly pick up your "Incoming" mail once it is delivered to your mailbox.

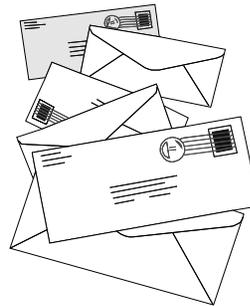


5) Get together with neighbors and the Postal Service and arrange for the installation of locked group mailboxes for neighborhood delivery. These group mailboxes are known as Neighborhood Delivery & Collection Box Units (NDCBU). With an NDCBU mailbox, each address has an individual locked unit for delivery and collection. (Note: A minimum of seven neighbors is needed to sign a petition requesting a NDCBU.)

6) Purchase a locked mailbox or convert your unlocked box to a lockable type. (Look in the telephone directory yellow pages under "Mail Boxes" for some informational leads.) On your locked box, make sure the mail slot is large enough and safe enough for the letter carrier to insert your mail. (Note: The mail carrier cannot pick up mail from this type of unit.)



7) Arrange to have your mail delivered to a Post Office Box for a small fee.



8) Consider having regular income checks deposited electronically right into your bank account via Direct Deposit. It's easy, and in most cases, it's free! Contact your bank for details.

9) To avoid fraudulent use of your checking account in the event your mail is stolen (from your mailbox, from a blue collection box, from a postal vehicle or from your letter carrier), utilize

the following suggestions when writing checks to pay your bills:

- a) Write out in full the payee and memo portions. Fill up the entire lines with letters or a squiggly line.
- b) Use thick, dark ink (red ink is best) to write your checks. Opt for roller-ball pens. Avoid felt-tip ones.
- c) Purchase checks through institutions that use tamper-resistant paper and ink.
- d) Never send cash or coins through the mail. Always send a check or money order instead.

10) Promptly report non-receipt of expected credit cards, checks and other valuable mail to the senders.

11) Immediately notify the post office and mailers if you change your address. If you are going on vacation, notify the post office, or have a trusted friend or neighbor pick up your mail promptly after delivery.

