

WHAT TO DO WHEN THERE IS A

MAIL STATION BREAK-IN

Call the following people in this order:



TELEPHONE		OFFICE TO CALL
1	877 876-2455	Postal Inspectors (24 hour number)
2	916 645-4040	Lincoln Police
3	916 434-8144	Lincoln Post Office
4	916 434-6538	Neighborhood Watch Public Safety Liaison, Barry Johnson: provide location and details (individual box or mail station, how the mail station was opened)
5	Mail Box Captain and Coordinator so they can get the word out quickly.	

NEVER LEAVE OUTGOING MAIL IN YOUR MAIL STATION OVERNIGHT!

Secure Mail Station Locations:



LOCATION	LAST COLLECTION TIME
Lincoln Post Office 200 Gateway Dr, off Lincoln Blvd	Monday-Friday 5:00 Saturday 3:15
Blue Box - Main entrance to Orchard Creek parking lot, first right	Monday-Saturday 12:30
Blue Box - In front of Lincoln Market in shopping center across from Orchard Creek	Monday-Saturday 12:30

Print this out and keep it handy