

December 27, 1994

TO: All Staff  
FROM: Michael Hayes

It has come to my attention that some office supplies and personal belongings are being stolen from the Post office.

Accordingly, all staff should exercise extreme precaution in and around the office, and report any suspicious activity directly to me or Kathleen. Also, please protect your own property. Regrettably, we can not assume responsibility for your personal items left in the office and you must do so at your own risk. In general, you should lock your valuables in your desks.

Theft is a serious offense. If anyone is discovered stealing Post property, they will be dealt with severely. Rest assured, we will do our best to see that thieves go to jail.

Please know that we would like to think that we can trust all of our staff and we do not mean to offend those loyal staff members. But the fact remains that things are being stolen from the office.

A related problem in the office is that many things are "misplaced". Once again, please respect the personal workspace of others. Do not take things from people's desks. And make sure that you return newspapers, files, directories, ect. to their proper places.