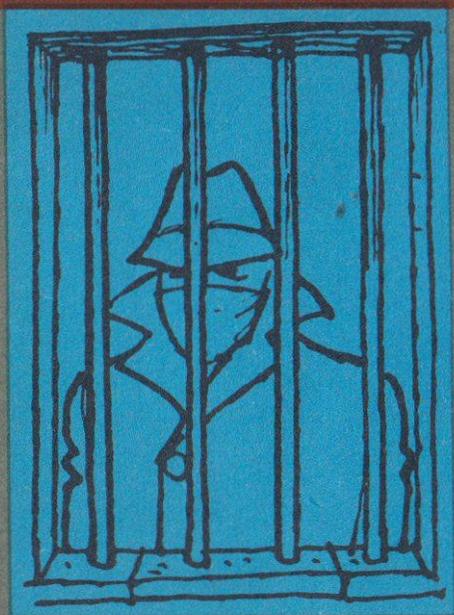


# SECURITY AND YOU



**follow this book  
and beat the crook**



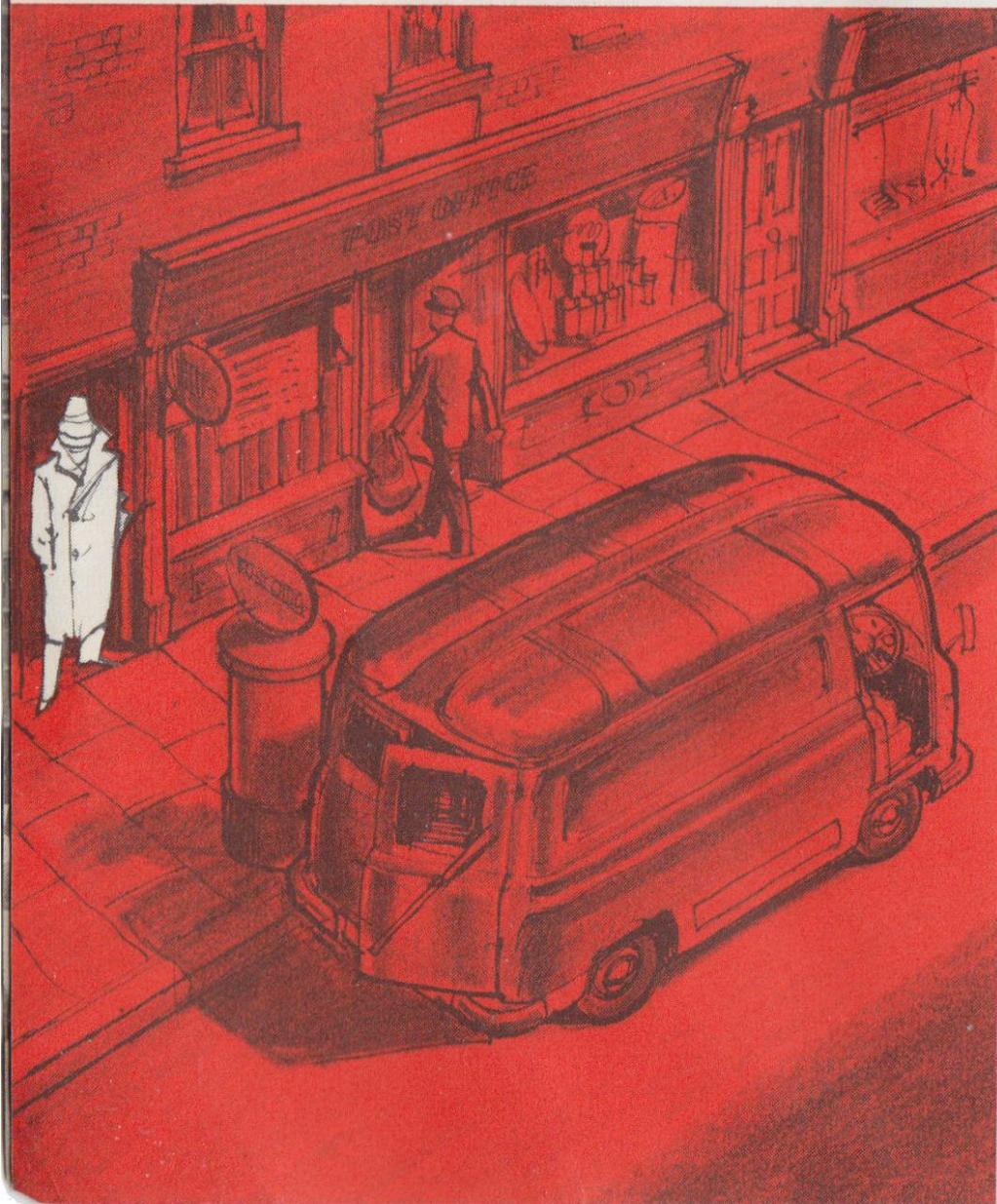
# What the POST OFFICE is doing



IT WOULD NOT HELP SECURITY to disclose in this leaflet details of the precautions that have been and are being taken to protect the mails, cash, stock and YOU. But you will have seen evidence of some of these precautions: bars at windows and fanlights; first-class safes and strong rooms; anchoring of safes; bandit and burglar alarms; additional security devices on Post Office vans and, with the co-operation of the Railway Authorities, on trains.

All these cost a great deal of money, but it will be money ill-spent, unless each one of us plays his part in making sure the precautions work, in particular, by not forgetting the small but important things such as locking a van door or fastening a window.

# What *YOU* can do if driving a Mail Van



Remember your security drill at all times.

When you take over a van, check for and report immediately any fault affecting the security of the van, such as a broken side window or faulty locks.

When the van is in motion, keep the cab doors locked, the partition door closed, the tail board pinned and the rear doors locked with the locking bar and shooting bolt also in a locked position (unless passengers are being carried).

If a route is laid down, keep to it unless you have specific permission to vary it. If no route is laid down, keep to busy main roads wherever possible.

Before leaving a van unguarded, switch off the ignition, remove the key or keys, close and secure all doors and windows.

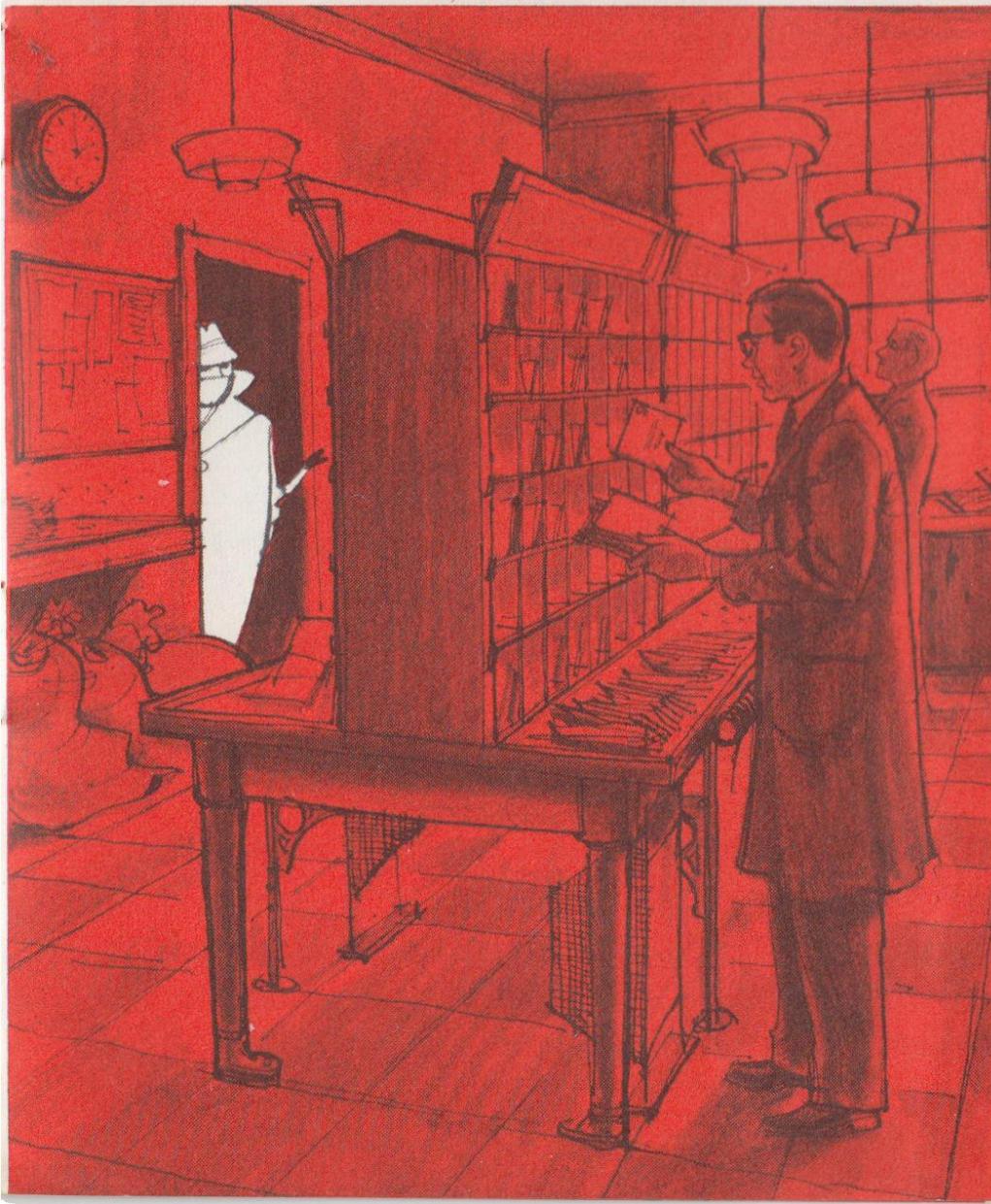
Be on the alert against possible thieves at all times – especially when loading or unloading.

If you have a mail guard with you, see that the van is never left unattended.

Don't dismount from your vehicle or open it up if asked to do so, even by a Policeman:

Report anything suspicious, however trivial it may seem.

# *What YOU can do* in the Sorting Office



When you have put registered letters in an 'outer' bag keep your eye on it until it is tied and sealed.

See that no unauthorised person has access to the contents of the bag once the bill has been enclosed.

Keep the interval between putting registered mail into a bag and its despatch as short as possible.

Where bags have to remain in or near the Sorting Office after tying, see that they are kept under observation.

If you are in charge of a registered locker, never leave it without locking the door.

If you are scheduled to open a mail, see that you, and only you, do in fact open it.

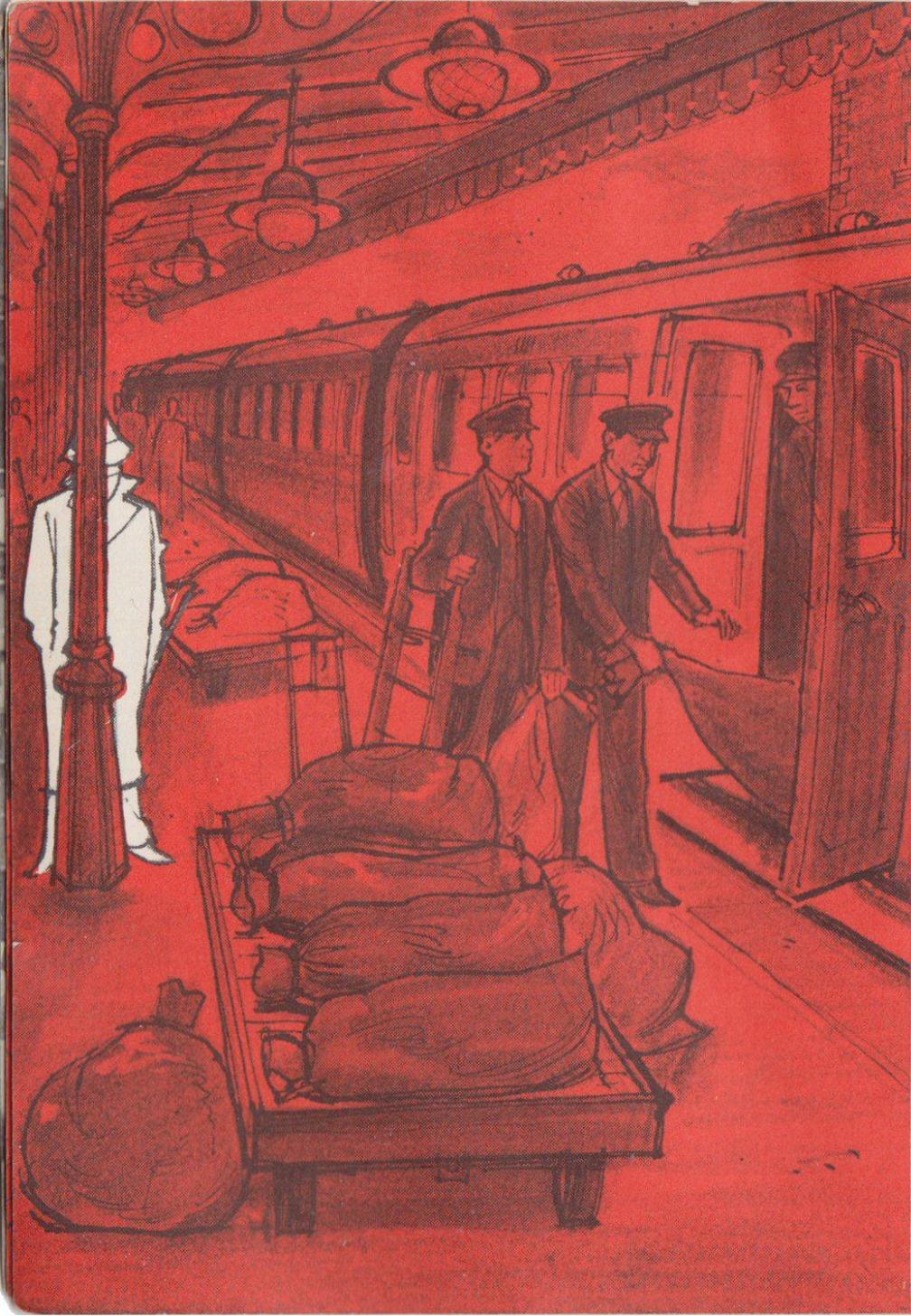
See that mail bags are not left unopened and unattended in the Sorting Office or elsewhere for a long period.

Never hand mails to a stranger unless you are sure that he is properly authorised to receive them.

Don't be afraid to challenge any stranger in the Sorting Office or to draw your supervisor's attention to him.

Where bandit alarms are installed, make sure you know where the switches which operate them are.

Where guard chains are fitted on doors for use after dark, make sure they are used.



## ***What YOU can do*** **on Station Duties**

When despatching mails, be on the platform at the times shown on your duty schedule. When receiving mails, be on the platform in good time to accept them from the Guard immediately the train arrives.

Load mails in the train strictly in accordance with your instructions. Mistreatment provides the opportunity for theft.

Make use of security cages wherever they are provided.

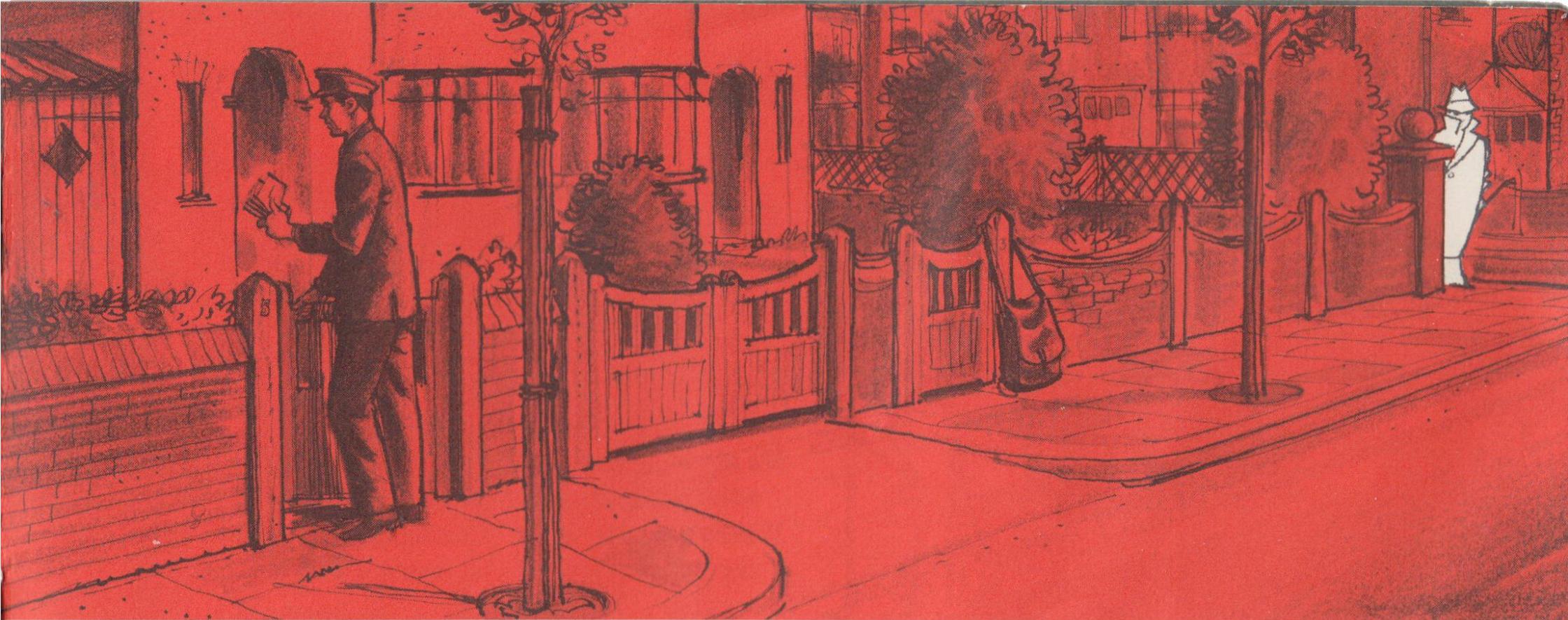
Make sure that mails received out of course are forwarded to the correct destination as quickly as possible.

Do not leave mails on railway stations any longer than is absolutely necessary.

Find out where there are telephones in the station for use in an emergency.

Report any train time changes that may lead to mails being left unattended.

If you think that failures on the part of the local Railway Authorities, e.g. poor lighting of station platforms, endanger the security of mails, report the fact to your supervisor.



## *What YOU can do* on Delivery

Don't leave your pouch or bag unguarded on delivery – for example, by hanging it on a gate at the entrance to a cul-de-sac where you think you can keep an eye on it whilst you go up one side and down the other. Such bags are sometimes stolen by slick thieves.

Don't invite theft by failing to push letters completely through the letter box.

Letters sticking out of letter boxes can be a temptation to passers-by and are a 'gift' to the professional letter box thief.



## ***What YOU can do***

# **at the Counter**

Keep counter doors and flaps bolted.

See that bank notes or paid vouchers are not left lying on the counter, either loose or in clips.

If chains are provided for your stamp folios, be sure to use them.

Do not leave postal order trays or date stamps too close to the counter screen and never on an open part of a counter.

Where a bandit alarm is fitted, make sure you know where the switches are and that they are not obstructed.

# *What YOU can do* when responsible for keys, a safe, or locking-up arrangements



Always keep your official keys in your personal possession, unless you have been instructed to lock them up in a safe place.

Never lend your bunch of keys to any person who is not entitled to have them. It is only the work of a moment to take an impression of a key from which a duplicate can be cut.

Keep your safe locked except when you are actually using it and do not leave the key in the lock.

Last thing at night – remember:

if there is a burglar alarm, set it;

if your safe is due to be illuminated at night, make sure that the light is switched on when you leave, even though you do so in daylight;

see that all windows, fanlights and skylights are fastened and all outer doors (except the exit door), yard gates, and garage doors, are locked and bolted;

turn the dead-lock on the exit door; the security of the door depends on this. Don't rely on the spring-lock even if one is fitted.

# a last few words

Not all the people who commit offences against the Post Office are master criminals – we do catch a large number of them.

For example, in 1961/62:

- 127** offenders were caught in connection with stolen or mistreated mail bags;
- 43** bandits were caught after having tried to rob post offices; at half the offices robbed there was no loss;
- 13** offenders were caught stealing from mail vans;
- 297** burglars were caught, and out of every 4 burglaries attempted 2 resulted in no loss.

These figures show that criminals don't get it all their own way now, but better security can make their task much harder.

Most criminals dislike hard work, even when committing a crime; they are usually scared to take undue risks and are on the look-out for easy 'jobs' with a quick getaway.

**YOU** can stop them finding such easy 'jobs' by

- 1 OBSERVING THE HINTS** in this booklet
- 2 NEVER** giving information about your work to persons outside the post office
- 3 NEVER** discussing your work in public where you may be overheard by would-be criminals
- 4 BEING ALERT** for suspicious circumstances and reporting them

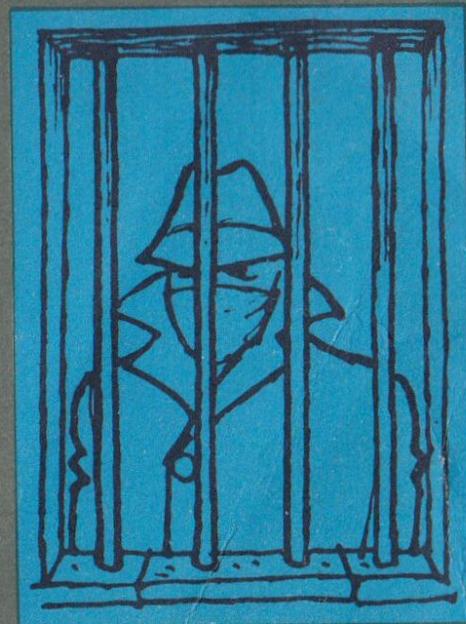
## **REMEMBER**

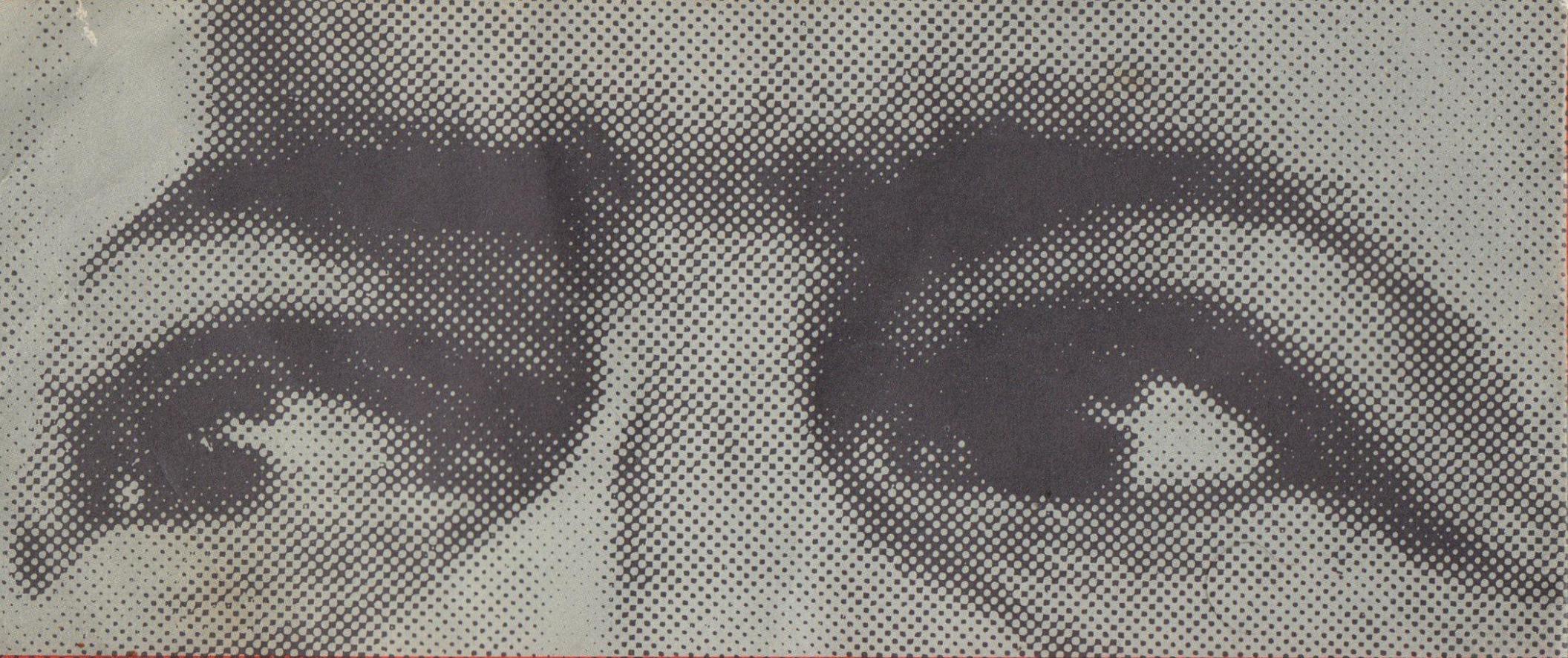
COMMONSENSE PRECAUTIONS often frighten  
off potential thieves

PRECAUTIONS which keep mail, cash and  
stock secure will generally keep you safe too

SOME CRIMINALS depend on surprise attacks:  
be sure you are on your guard

**—ALWAYS**





***Keep alert and defeat the criminal***

***NEVER FORGET THIS SIMPLE FACT—  
A CRIME WHICH IS FOILED  
MAKES A NEXT ATTEMPT LESS LIKELY***

