

<b>Baltimore City Board of Liquor License Commissioners</b>		
STANDARDIZED OPERATING PROCEDURE		
<b>Section 2: Administrative &amp; Accounting Processes</b>	<b>Number: 2.26</b>	Pages: 2
<b>Title: Drop Box Procedures</b>		
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<u>Douglas K. Paige</u> Executive Secretary	<u>Nicholas T.R. Blendy</u> Deputy Executive Secretary	

**Purpose:** To develop procedures for accepting submissions from the public via the secured Drop Box and to provide guidance for employees on how to receive documents and disseminate them within the agency.

**Responsible Staff:** Assistant Executive Secretary and Office Assistant II

**Policy:**

**A. Drop Box Availability**

- a. The Drop Box is located outside of the office, accessible for public use as permitted into the building and onto the office floor by building security.
- b. The Drop Box is available from 8:30 am to 4:30 pm, Monday through Friday.
- c. Deposited items and documents should be **NO LARGER THAN STANDARD LETTER SIZE.**
- d. All deposited items **MUST BE IN A STANDARD LETTER-SIZED ENVELOPE** and should contain a clear description of the item(s) contained therein.
- e. The Drop Box is available for drop off usage only due to health and safety reasons necessitated by the COVID-19 global health pandemic.
  - i. Members of the public who drop off documents should not wait in the elevator area or in the building generally for a response.
- f. BLLC is not responsible for any loose items or those without an envelope or clear description of their purpose. Any loose or unidentifiable items—including, but not limited to, single checks, money orders, or other negotiable instruments—will be catalogued and marked for destruction.

**B. Receipt and Review of Items Deposited in Drop Box**

**a. Drop Box item collection**

- i. The Drop Box shall be checked and emptied intermittently throughout the work day by the Office Assistant II, Executive Assistant, or Assistant Executive

Secretary.

- ii. The Drop Box shall always be emptied at the end of each workday (4:30pm unless changed by order of the Labor Commissioner).
- iii. Office Assistant II, Executive Assistant, and Assistant Executive Secretary shall check the Drop Box at the start of the work day (8:30am unless changed by order of the Labor Commissioner) to ensure any late items are received.

**b. Timestamping**

**i. All items will receive a time stamp.**

- 1. Items received prior to 4:30pm will be time stamped as received the same day.
- 2. Items received after 4:30pm will be time stamped as received the following business day.

**c. Processing and Delivery**

- i. Upon timestamping and processing, the office staff shall deliver the mail, correspondence, or items to the individual to whom it is addressed or person responsible for addressing the substantive contents of the item.