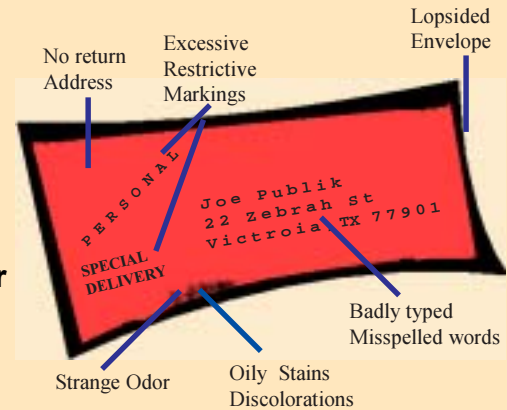


Citizen Advisory

How to identify suspicious mail.

Safety officials recommend examining all mail carefully. Suspicious mail may have:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or a strange odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address



What you should do with suspicious mail.

If the mail is examined carefully and there still appears to be suspicious,

1. **DO NOT OPEN IT.** Do not shake or empty the contents of any suspicious envelope or package. **PUT IT DOWN AND DO NOT MOVE IT!**
2. Leave the room and close the door, and section off the area to prevent others from entering (i.e., keep others away). Turn off any ventilation or air-conditioning in that room.
3. **WASH** your hands with soap and warm water to prevent spreading any powder to your face.
4. **Dial 911 immediately to report the incident to the Victoria Police Department.**
5. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to the responding police officer.



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