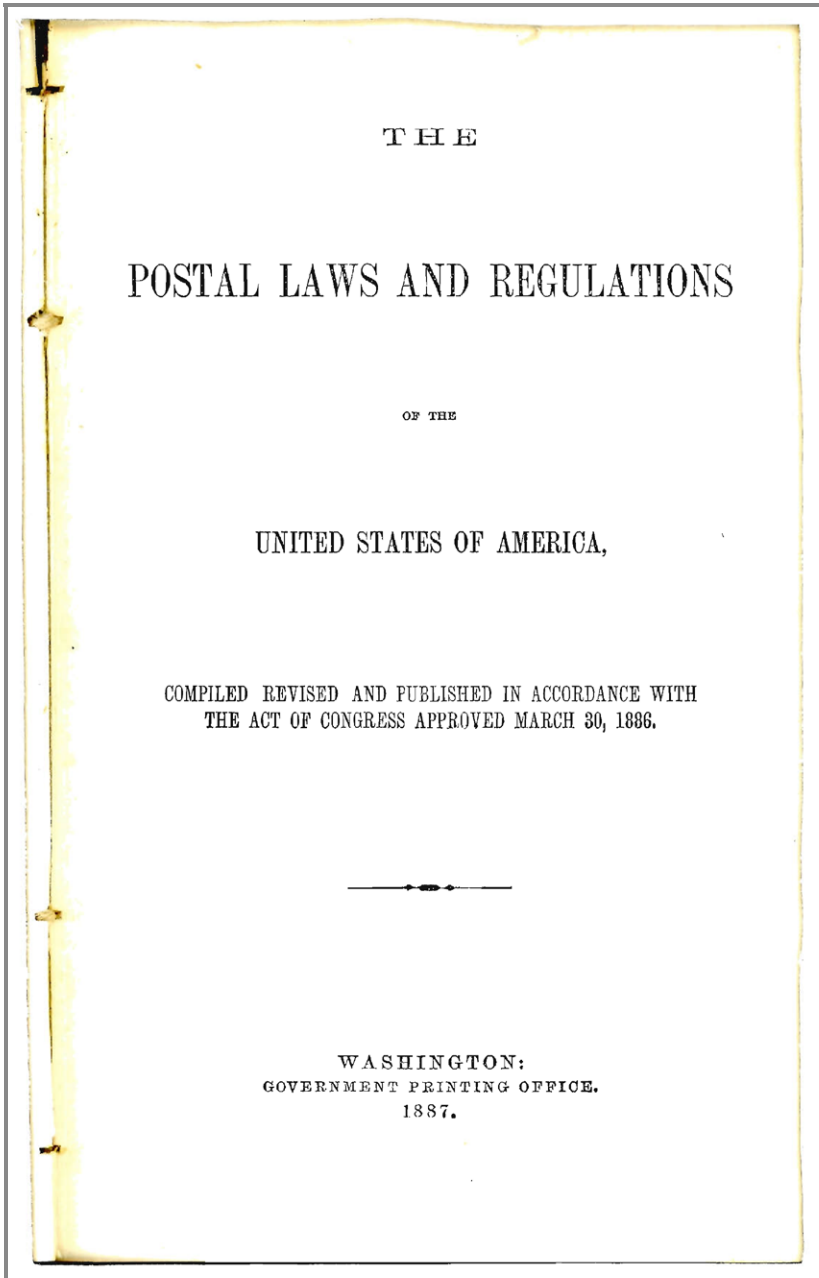


# US Postal Laws & Regulations

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Year: 1887

Carriers



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employés of the postal service concerned in the transportation of mails, or in their distribution in transit, and for such other payments as they are now authorized to make from postal revenues. (Act of May 4, 1882, 22 Stats., 54.) And the Postmaster-General is authorized to designate postmasters at money-order post-offices as disbursing officers for the payment of the salaries of officers and employés of the postal service, and for such other payments as postmasters are now authorized to make from postal revenues. (Act of July 5, 1884, 23 Stats., 156.)

**Sec. 226. Postmasters Designated Accordingly.**—Pursuant to the foregoing statute all Presidential and money-order postmasters are designated as disbursing officers for the payment of the salaries of such officers and employés of the Railway Mail Service, and such other sums to others, as they may be specifically directed by the Department to pay.

**Sec. 227. No Allowance for Expenses of Payment, &c.**—No allowance will be made to any postmaster for expenses incurred in paying over, depositing, or collecting moneys due the Department.

**Sec. 228. When Disbursements to be Made.**—To enable the Sixth Auditor to close the accounts of the Department quarterly, and transmit to the Postmaster-General and the Secretary of the Treasury quarterly statements of its receipts and expenditures, postmasters are required to make all authorized payments on account of the free-delivery service, railway mail service, mail-messenger, and special-delivery service, and all expenditures allowed to their respective post-offices, for a quarter just expired, before transmitting their quarterly postal accounts and vouchers to the Auditor as required in section two hundred and forty-seven. The expenditures for one quarter are not to be included in the postal account of a subsequent quarter.

#### TO LETTER CARRIERS.

**Sec. 229. Payment of Letter Carriers.**—Letter carriers are paid by the postmasters at the offices at which they serve, out of the postal funds. The names of the carriers should appear in the pay roll (Form No. 1501) in alphabetical order, surnames first, and should correspond with their signatures. Their pay commences from the date of entering upon duty after taking the oath required by section forty-three. The payments may be made monthly. In no case must a payment be made in advance, or for services not already rendered at time of payment, as such payment is expressly forbidden by law. (Section 72.)

The amount paid for each month should be entered in the appropriate column. When the service paid for is less than a month, the entry should show from and to what date the payment is made. When substitutes are employed in place of a carrier absent without pay, the

substitute should be paid the salary of the absent carrier, but the latter should sign the pay roll, and a separate receipt be taken from the substitute and accompany the pay-roll, showing the names of the carrier and substitute and the time served by the latter. Substitutes serving in the place of carriers absent with pay should sign the substitute pay roll (Form No. 1501 $\frac{1}{2}$ ) on which the time and the name of the carrier in whose place they serve should appear.

In making payment to the widow or heirs of a deceased carrier, where there is no administration of his estate, the postmaster should certify to the signature of the payees and to his or their relationship to the deceased carrier, and to the fact that there is no administration. If there is to be administration of the carrier's estate, payment should be withheld until the appointment of an executor or administrator, and made to him after due appointment and qualification, and he should sign the pay roll.

#### TO RAILWAY POSTAL CLERKS.

**Sec. 230. Method of Payment.**—Railway postal clerks will be paid their salaries upon authorization and instructions received from the Second Assistant Postmaster-General, as follows:

1. When a clerk is appointed for a probationary period and assigned to duty on a line, the most convenient disbursing postmaster is instructed to pay him at a designated rate per annum from the day he begins service, but no payment will be made until the postmaster has been advised that the oath of the clerk has been received by the General Superintendent of the Railway Mail Service. No payment is to be made after the expiration of six months from the date named in the order, unless the postmaster is further notified to continue the payments after such expiration.

2. Upon the permanent appointment of the clerk, authority is given the most convenient disbursing postmaster to pay him, specifying the rate.

3. Upon the transfer of a clerk from one line to another, the most convenient disbursing postmaster will be authorized to pay his salary from the date he begins service on such new line.

4. The old paying office will be notified to discontinue payment on such transfer.

5. Upon the promotion or reduction of a clerk the postmaster will be notified of the increase or reduction, and the date when such change takes effect.

6. Notice will be given of deductions from the pay, whenever imposed, to the paying postmaster and the Auditor. But see section 234.

proper officer of the customs, and immediately notify the addressee by mail of such delivery.

8. To return to the dispatching exchange office all such unsealed packages of samples of merchandise, including grains and seeds, received in mails from Canada, which are found to exceed eight ounces in weight, and are declared by the customs officer to be dutiable.

9. *As to dutiable books* received from Postal Union countries, addressed to other than the exchange office, to forward them promptly by mail to the office of destination charged with the amount of duties levied thereon respectively.

(See section 359; also, as to duty on printed matter, 22 Stats., 510, 518.)

**Sec. 622. Dutiable Matter at Office of Destination.**—Upon the receipt of sealed matter at the office of destination from an exchange office, marked "SUPPOSED LIABLE TO CUSTOMS DUTIES," the postmaster will at once notify the nearest customs officer of the receipt thereof and the addresses thereon. He will also notify the addressee to appear at a time designated and open the package in the presence of the customs officer; and upon their appearance together will deliver the matter to the addressee in the officer's presence. When books are so received with an amount of customs duties charged and marked thereon, the postmaster will collect the same upon delivery, and promptly remit the amount in penalty envelope, under free registration, to the collector of customs of the port or district in which the exchange office of receipt is situated.

If the books or other unsealed matter remain unclaimed for thirty days from receipt, or the addressee refuse to pay the customs duties and any postage charges thereon, the postmaster will return the matter to such collector of customs in the manner above prescribed. Moneys collected as customs are not to be credited or charged in postal account.

Letters and sealed packages supposed to contain articles liable to customs duty, which remain unclaimed for thirty days, or on which the addressees refuse to pay the customs duties and any postage charges, will be treated as other unclaimed and refused matter.

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## CHAPTER NINETEEN.

### FREE-DELIVERY SERVICE.

**Sec. 623. Letter-Carrier Post-Offices.**—That letter carriers shall be employed for the free delivery of mail matter, as frequently as the public business may require, at every incorporated city, village, or borough

containing a population of fifty thousand within its corporate limits, and may be so employed at every place containing a population of not less than ten thousand within its corporate limits, according to the last general census, taken by authority of State or United States law, or at any post-office which produced a gross revenue for the preceding fiscal year of not less than ten thousand dollars: *Provided*, This act shall not affect the existence of the free delivery in places where it is now established: *And provided further*, That in offices where the free delivery shall be established under the provisions of this act such free delivery shall not be abolished by reason of decrease below ten thousand in population or ten thousand dollars in gross postal revenue, except in the discretion of the Postmaster-General. (Act of January 3, 1887, § 1, 24 Stats., 355.)

**Sec. 624. Applications for Service and Additional Carriers.**—Application for the establishment of the carrier system must be made to the Postmaster-General, through the Superintendent of Free Delivery, and must state the name of the post-office, the population of the city, village, or borough, according to the last general census, taken by authority of State or United States law, the gross revenue of the post-office for the preceding fiscal year, the condition of the sidewalks, whether the names of the streets and numbers of the houses are posted up, and the city properly lighted. The application may be made by the postmaster, by petition of citizens, or by the municipal authorities. Application for additional carriers must be made by the postmaster to the Superintendent of Free Delivery.

**Sec. 625. Districting of Cities.**—Cities must be so districted as to secure the full, equal, and most advantageous employment of the carriers, and the earliest practicable delivery and collection of the mails. The outside boundary of the carrier delivery and the number of delivery and collection trips will be fixed at the time of establishing the service, and must not be changed except by authority of the Department.

**Sec. 626. Prompt and Frequent Deliveries Required.**—The number of daily delivery and collection trips by carriers must not be reduced without the authorization of the Department. Letters must be frequently and promptly delivered by the carriers, so that citizens may have no inducement to call at the post-office; and the local addresses of those receiving mail through the general delivery should be secured, and their mail delivered by carriers to the greatest practicable extent. When a carrier cannot take his entire mail out on one trip he must give preference to matter of the first class. Citizens supplied by carriers should be requested to provide receiving boxes at their houses and places of business.

**Sec. 627. Limited Sale of Stamps by Carriers.**—Postmasters may permit

carriers to sell postage stamps or stamped envelopes in limited quantities; but their deliveries or collections must not be delayed in making change.

**Sec. 628. Postmasters to Supervise Carrier Service.**—Postmasters will supervise their carrier service, and are specially enjoined—

1. To see that superintendents, carriers, and clerks connected with this service are fully informed as to their responsibilities and duties.

2. In cities where postal stations are established, to require the mails from the post-office to the stations and return to be conveyed with the greatest practicable dispatch, and by the most expeditious routes.

3. To frequently visit the stations and see that the regulations are there observed and proper order and discipline maintained.

4. To issue all necessary orders and instructions necessary to carry out the regulations and promote the efficiency of the service.

5. To reprimand the carriers for irregularities or report them for removal to the Superintendent of Free Delivery, as the nature of the offense may require. (See section 642.)

PRIVATE CARRIERS FORBIDDEN, see section 707.

#### MAILING OR RECEIVING BOXES.

**Sec. 629. Establishment of Street-Mailing Boxes.**—The Postmaster-General may establish, in places where letter carriers are employed, and in other places where, in his judgment, the public convenience requires it, receiving boxes for the deposit of mail matter, and shall cause the matter deposited therein to be collected as often as public convenience may require. (R. S., § 3868.)

*Provided further,* That no boxes for the collection of mail matter by carriers shall be placed inside of any building except a public building or railroad station. (Act of February 21, 1879, § 4, 20 Stats., 317; and act of August 2, 1882, 22 Stats., 185.)

*Provided,* That no boxes for the collection of mail matter by carriers shall be placed inside of any building except a public building, or a building which is freely open to the public during business hours, or a railroad station. (Act of March 3, 1887, 24 Stats., 569.)

**Sec. 630. Regulations respecting Mailing Boxes.**—

1. A list of them, giving number and location, must be kept in the post-office.

2. They must be kept in repair and in neat condition.

3. Application for repainting and repair, when necessary, should state the lowest terms per box and number of boxes, and be addressed to the Superintendent of Free Delivery.

4. Carriers must inform the postmaster of the condition of the boxes



and their locks, chains, and keys, and promptly report any injuries thereto.

5. When a box opens with difficulty, the key should be tested on a good lock to ascertain whether the defect is in the key or lock.

6. Defective locks and keys should be promptly returned to the Second Assistant Postmaster-General, with an application for new ones to replace them.

7. Report of the loss of a key, giving number, name of carrier, and full statement of the facts attending the loss, should be made to the Superintendent of Free Delivery, and application should be made at the same time to the Second Assistant Postmaster-General for another key.

8. Carriers are held to strict accountability for the keys intrusted to them, and for loss thereof are liable to removal.

9. Broken street letter boxes and worn-out carrier satchels should, as far as practicable, be utilized by using the good parts of some to repair others, the remaining portions to be sold and the proceeds debited in the quarterly postal account; report to be also made to the Superintendent of Free Delivery.

10. Postmasters must arrange with the police authorities of their several cities for the arrest of all unauthorized persons found tampering with or collecting from the street mailing boxes; also, of all persons wearing the carriers' uniform (including the carriers) found tampering with or collecting from the boxes at other than the usual and regular collection rounds, of the hours of which the police authorities must be kept informed.

As to punishment for malicious injury to letter boxes or matter therein, see sections 1440 and 1441.

#### CARRIERS, THEIR APPOINTMENT, PROMOTION, LEAVES, ETC.

**Sec. 631. Classification and Salaries of Carriers.**--That there may be in all cities which contain a population of seventy-five thousand or more three classes of letter carriers, as follows: Carriers of the first class, whose salaries shall be one thousand dollars per annum; of the second class, whose salaries shall be eight hundred dollars per annum; and of the third class, whose salaries shall be six hundred dollars per annum. (Act of January 3, 1887, § 2, 24 Stats., 355.)

That in places containing a population of less than seventy-five thousand there may be two classes of letter carriers, as follows: Carriers of the second class, whose salaries shall be eight hundred and fifty dollars per annum, and of the third class, whose salaries shall be six hundred dollars per annum. (Id., § 3.)

**Sec. 632. Number to be Limited.**—It shall be the duty of the Postmaster-General to carefully inquire into the number of carriers employed in the several cities where the free delivery of mail matter is established, and to reduce the number of carriers and the number of deliveries of the mails by such carriers for each day to the reasonable requirements of the public service. (Act of March 3, 1877, 19 Stats., 384.)

**Sec. 633. Appointments and Promotions.**—Appointments of letter carriers in cities having two or more classes shall be made to the class having the minimum rate of pay, and promotions from the lower grades in said cities shall be made to the next higher grade at the expiration of one year's service, on certificate of the postmaster to the efficiency and faithfulness of the candidate during the preceding year. (Act of August 2, 1882, 22 Stats., 185.)

**Sec. 634. Application for Appointment, &c.**—Letter carriers are appointed by the Postmaster-General on the nomination and recommendation of the postmaster. The following regulations will be observed as to character, qualifications, application, &c.:

1. Only citizens of the United States will be appointed.
2. Carriers must be intelligent, able to read and write, physically fitted for the service, and temperate. No person habitually using intoxicating liquors to excess can be appointed.
3. Persons nominated must be at least eighteen years of age, and not over thirty-five years of age, but this limitation does not apply to persons honorably discharged from the military or naval service of the country who are otherwise duly qualified.
4. At post-offices within the Classified Postal Service (see section 497) carriers can be appointed only after they have satisfactorily passed a competitive examination under the Civil Service rules, and otherwise complied with their requirements.
5. The application for appointment at offices not within the Classified Postal Service should be written and signed by the applicant himself, giving his name in full, his age, previous residence for the last five years, and his occupation during that time.
6. Postmasters at such offices, before recommending the applicant, must inquire into his habits and antecedents. The physical fitness of the applicant must be certified by a reputable physician.
7. Applications for appointment at post-offices in the Classified Postal Service must be made upon a blank form prescribed by the Civil Service Commission, and furnished upon request by the examining board therefor, and when properly filled out must be returned to them. It is needless to seek the aid of a member of Congress or other influential person to secure an application paper or an examination. Notice in

writing of the next examination, specifying the place, day, and hour, will then be given. (See Civil Service Rules, 3d ed., Regulation 9.)

8. Postmasters will not recommend carriers who have been removed from the service, without calling attention to the fact and stating fully the reasons.

**Sec. 635. Bonds and Oaths.**—Every letter carrier shall give bonds with sureties, to be approved by the Postmaster-General, for the safe custody and delivery of all mail matter, and the faithful account and payment of all money received by him. (R. S., § 3870.) He must also take the oath prescribed in section forty-four. Blank bonds and oaths for carriers and substitutes will be furnished by the Department, with notice of their appointment, to the postmaster, who will take care that they are correctly and promptly executed and returned. He will also require carriers and substitutes to furnish new bonds whenever, from any cause, the sureties have become insufficient, and will forward all bonds and oaths to the Superintendent of Free Delivery. And every carrier must promptly inform the postmaster, on pain of dismissal, of the occurrence of any event or change of condition affecting unfavorably the responsibility of his sureties.

**Sec. 636. Substitute Carriers.**—That the Postmaster-General be, and he hereby is, authorized to appoint one or more substitute letter carriers, whose compensation shall be one dollar per annum and the pro rata compensation of the carriers whose routes they may be required to serve. (Act of August 2, 1882, 22 Stats., 185.)

That all letter carriers at free-delivery offices shall be entitled to leave of absence, not to exceed fifteen days in each year, without loss of pay; and the Postmaster-General is hereby authorized to employ, when necessary, during the time such leave of absence is granted, such number of substitute letter carriers as may be deemed advisable, who shall be paid for services rendered at the rate of six hundred dollars per annum. (Act of June 27, 1884, 23 Stat., 60.)

**Sec. 637. Vacancies.**—Vacancies occurring by death, illness, or other unavoidable causes, may be filled temporarily by postmasters, when the exigencies of the service demand it; but a full statement of the facts must be immediately forwarded to the Superintendent of Free Delivery. Carriers so employed must in every instance take the oath before entering on duty, and give the bond prescribed, at the same time or as soon thereafter as practicable. Postmasters must advise the Superintendent of Free Delivery of any vacancy occurring in the force of carriers, whether in the regular or substitute class, and whether they desire to fill the vacancy or not. Nominations to fill vacancies in any grade should be promptly made, to guard as far as possible against the em-

ployment of temporary carriers, which tends to cause irregular delivery and confusion in the settlement of carriers' pay-rolls.

**Sec. 638. Promotions.**—Promotions from the lower grade in a city to the next higher may be made at the expiration of one year's service, on the certificate of the postmaster to the efficiency and faithfulness of the candidate during the preceding year. (See section 633.)

**Sec. 639. Leaves of Absence.**—That all letter carriers at free-delivery offices shall be entitled to leave of absence, not to exceed fifteen days in each year, without loss of pay. (Act of June 27, 1884, 23 Stats., 60.)

The words "each year" in the preceding paragraph mean each fiscal year (July 1 to June 30, inclusive), and carriers in the service on the first day of July are entitled to receive their fifteen days' vacation at any time during the year when the postmaster can best spare them. Carriers entering the service after the first day of July are entitled to a pro rata leave of absence during the fiscal year, equal to one and a quarter days for each month of service.

Postmasters may grant leave of absence without pay to carriers (in excess of the fifteen days to which they are entitled without loss of pay) in cases of illness, disability received in the service, or other urgent necessity, to continue only during the urgency of the case, provided it shall in no instance exceed thirty days. For a longer time, application, setting forth all the circumstances, must be made to the Superintendent of Free Delivery.

**Sec. 640. Absence Without Leave.**—A carrier absenting himself without leave will forfeit his pay during the time of such absence, and will be reprimanded by the postmaster, or reported to the Superintendent of Free Delivery for removal, as the circumstances may require.

**Sec. 641. Behavior of Carriers.**—Carriers are enjoined, while on duty—

1. To be civil, prompt, and obliging to all with whom they have intercourse.

2. To attend quietly and diligently to duty, and, under no circumstances, to loiter on their routes.

3. To refrain from stopping to converse, loud talking, controversy, profane language, singing, whistling, and smoking in the office or on their routes.

4. To refrain from drinking intoxicating liquors; and any carrier intoxicated on duty will at once be suspended, his route supplied by a substitute, the case reported for removal, and his successor nominated. No carrier will be retained in the service who is addicted to intemperance.

They are also forbidden to solicit, in person or through others, contributions of money, gifts, or presents; to issue addresses, complimentary

cards, prints, publications, or any substitute therefor, intended or calculated to induce the public to make them gifts or presents; to sell tickets on their routes to theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainments of any kind; to borrow money on their routes, or to contract debts which they have no reasonable prospect of being able to pay.

**Sec. 642. Reprimand, Suspension, and Removal.**—The due performance of their duty by carriers, and the observance of law, regulations, and orders prescribed for their conduct, will be enforced by reprimand for slight offenses; by suspension with loss of pay for more serious ones, not, however, to exceed thirty days; and by suspension and recommendations for removal for grave offenses, or persistent disregard of the rules herein prescribed or of the orders of the postmaster not inconsistent herewith. In all other cases of recommendation for removal, carriers should not be suspended, but postmasters should await the action of the Department.

#### CARRIERS' UNIFORMS.

**Sec. 643. Carrier's Uniform, and Penalty for Wearing it Unlawfully.**—The Postmaster-General may prescribe a uniform dress to be worn by letter carriers, and any person not connected with the letter-carrier branch of the postal service who shall wear the uniform which may be prescribed shall, for every such offense, be punishable by a fine of not more than one hundred dollars, or by imprisonment for not more than six months, or both. (R. S., § 3867.)

The uniform dress prescribed is to be invariably worn while on duty, viz:

#### FOR WINTER WEAR.

First. A single-breasted sack coat of "cadet gray," or, technically, "blue-mixed cadet cloth," terminating two-thirds the distance from the top of the hip bone to the knee, with a pocket at each side, and one on left breast—all outside—with flaps two and three-fourths to three inches wide, with length to suit, say six and a half to seven inches; coat to be bound entirely around with good plain black alpaca binding one inch wide, to be put over half edges, with five brass buttons, with the design of the seal of this Department (post rider, with mail bag across the saddle, with the letters P. O. D. beneath), down the front, to button up to the neck, and one-half inch black braid round the sleeves two and a half inches from the bottom.

Second. Pants of same material and color, with fine black broadcloth stripe one inch wide down the outside seam.

Third. A single-breasted vest of the same material and color, with seven oval brass buttons (vest size), with the letters P. O. upon the face.

Fourth. Cap of the same material and color (Navy pattern), bound round with a fine black-cloth band one and one-half inches wide, with small size buttons at the sides, of the same material and design as those on the vest, and glazed cover for wet

weather. A helmet of the same material and color, and of uniform pattern, may be worn, provided both cap and helmet are not used in the same place.

Fifth. A reversible cape (detached from the coat) reaching to the cuff of the coat-sleeve when the arm is extended, of the same material and color on one side, and gutta-percha cloth on the other side, with five buttons, the same as on the coat, down the front, and bound entirely round with plain black alpaca binding one inch wide, put half over edges; or an overcoat of the same material and color, trimmed to correspond with the coat, with five brass buttons, of the same size and design as the coat button, down the front. It shall not be obligatory on the carriers to wear either, but whenever additional covering is needed, the postmaster of each city will decide, in accordance with the wishes of a majority of the carriers, which they shall wear, as both must not be worn in the same city.

#### FOR SUMMER WEAR.

First. Coat, single-breasted, skeleton sack, of gray flannel, terminating two-thirds the distance from the top of the hip bone to the knee; with lapels (medium roll) made to button over the breast; three pockets outside, without flaps, one on each side, and one on left breast. Coat to be bound entirely round with plain black alpaca binding one inch wide, put half over edges, and three buttons of present regulation style down front.

Second. Pants, same material and color, with stripe of black alpaca binding one inch wide down the outside seam.

Third. Vest, same material and color, bound same as coat, with collar cut to roll same height as coat, and five regulation buttons down front. This may be omitted in summer.

Fourth. Panama hat or helmet.

**Sec. 644. Carriers to be Numbered.**—Carriers must be designated by number, and nickel-plated figures nine-sixteenths of an inch in length, surmounted by a metallic wreath, to be worn on the hat, cap, or helmet, the material, design, and pattern to be uniform at all offices, must be regarded as a part of the carriers' uniform, and worn accordingly, both winter and summer.

**Sec. 645. Carriers to Provide their Uniforms.**—Letter carriers and substitutes must procure uniforms at their own expense; but the postmaster is expected to advise and assist them in obtaining well-fitting suits of the best material and at the best terms practicable in conformity with the specifications in section six hundred and forty-three.

**Sec. 646. Inspection of Uniforms, &c.**—Postmasters at free-delivery offices will cause a careful inspection of carriers' uniforms to be made as often as twice a year, before ordering new ones, and will not require a new suit or any article of it to be procured when that in use may be found to be in reasonably good condition or capable of repair for longer service. When proper he may require new uniforms or parts thereof to be procured by any carrier, and that carriers shall appear at all times as neat and tidy as their service will permit.

## GENERAL DUTIES OF CARRIERS.

**Sec. 647. Duties Generally.**—Carriers shall be employed in the delivery and collection of mail matter, and during the intervals between their trips may be employed in the post-office in such manner as the postmaster may direct, but not as clerks.

The delivery and collection by them must be frequently tested at irregular intervals, to determine their efficiency.

**Sec. 648. Delivery of Matter.**—The mails must be assorted and the carriers started on their first daily trip as early as practicable. They must proceed to their routes with expedition and by the most direct way. A schedule of the order of delivery of each route should be made in a legible hand by names of streets and numbers of houses, and the mail delivered according to such schedule. Mail matter directed to box-numbers must be delivered through the boxes. Mail matter addressed to street and number must be delivered by carriers, unless otherwise directed. Mail matter addressed neither to a box-holder nor to a street and number, must be delivered by carrier if its address is known or can be ascertained from the city directory; otherwise, at the general delivery.

**Sec. 649. Care in Delivery of Mail.**—Carriers will exercise great care in the delivery of mail to the persons for whom it is intended, or to some one known to them to be authorized to receive it. They will, in case of doubt, make respectful inquiry with the view to ascertain the owner. Failing in this they will return the mail to the office, to be disposed of as the postmaster may direct.

**Sec. 650. To Collect Postage Due.**—Carriers are required to collect and promptly return to the postmaster all postage due on any matter entrusted to them for delivery as indicated by the postage-due stamps thereon. Under no circumstances will they deliver such mail matter until the postage due is paid.

AS TO PENALTY FOR FAILING TO ACCOUNT FOR AND PAY SUCH POSTAGE DUE, see section 557.

**Sec. 651. Directory to be Used to Ascertain Addresses.**—Where a directory is published, it must be used when necessary to ascertain the address of persons to whom letters are directed, and it should also be used in the case of transient newspapers and other matter of the third and fourth classes, where the error in or omission of street address is evidently the result of ignorance or inadvertence; but when circulars, printed postal cards, or other matter, except letters, shall arrive at any post-office in large quantities, apparently all sent by the same person or firm, and from which the street addresses have been purposely omitted, the directory need not be used to supply such omission, and all of such

circulars, &c., which cannot readily be delivered through boxes or by carriers, shall be sent to the general delivery to await call.

**Sec. 652. Rules Respecting Delivery.—**Carriers are forbidden—

1. To deliver mail matter in the street, even to the owner, unless he be personally known, and the delivery can be made without unreasonable delay.

2. To deliver mail matter in boxes or other receptacles at premises not occupied in whole or in part by the addressees, except by the special order of the postmaster.

3. To throw mail matter into windows or halls, unless specially instructed to do so; but they must ring the bell and wait a reasonable time for an answer, and deliver to some one of the household in the habit of receiving it.

4. To enter any house while on their trips, except in the discharge of their official duties.

5. To stop for their meals while on their trips.

6. To deliver any mailable matter which has not passed through the post-office or station with which they are connected.

7. To exhibit any mail matter intrusted to them (except on the order of the postmaster or some one authorized to act for him) to persons other than those addressed.

8. To deviate from their respective routes.

9. To carry letters for delivery in their pockets.

10. To engage in any business not connected with this service during their hours of business.

11. To throw away or improperly dispose of mail matter, however trifling or unimportant it may appear to them.

12. To remove stamps from mail matter of any class whatever, intrusted to them for delivery or collected by them for mailing.

**Sec. 653. Mounted Carriers; their Duties.—**Mounted carriers are permitted to make arrangements with the patrons on their routes to respond to their call and receive their mail at the sidewalk, but if the patrons insist on having it delivered at their doors the carriers are required to dismount and so deliver it.

FOR RULES AS TO DELIVERY OF REGISTERED MATTER by Carriers, see sections 1119, 1120, and 1124.

**Sec. 654. To Return Undelivered Mail, Satchels, and Keys to the Office at Night.—**After the last daily delivery the carriers must return their satchels, keys, and all mail matter they cannot deliver to the post-office or station with which they are connected. Postmasters may permit carriers to take keys and satchels home with them at night in cases where it is necessary to expedite an early morning collection.



**Sec. 655. Improperly Addressed Mail Matter Not to be Delivered.**—Letters and packages addressed to fictitious persons or firms, to initials, or to no particular person or firm, should not be delivered by carriers unless directed to a designated place, street, and number, or to the care of a certain person or firm, or other certain place of delivery. (See section 574.)

**Sec. 656. Packages too Large for Delivery; how Disposed of.**—Packages too large for delivery by carriers, when unregistered, will be retained by the postmaster in the post-office, and addressees notified, by a printed notice by mail, to call at the post-office for them. The exact dimensions or weight of a package too large or heavy for delivery by carriers are not fixed, but it is left to the discretion of the postmaster to determine, by the mail of the carrier, the distance of his route, &c., whether a package is too large or too heavy for delivery.

**Sec. 657. Delivery at Houses where Vicious Dogs are Kept.**—Carriers are not required to run the risk of being bitten by vicious dogs in delivering mail matter. Persons keeping such dogs must call at the post-office for their mail, or, if they wish it delivered at their houses, must render it safe for the carrier to approach their premises.

**Sec. 658. Transient or "To-be-Called-for" Letters; how Treated.**—Letters having as a part of their address the words "Transient," "To be called for," or other words indicating that they are intended for transient persons, must be sent to the general delivery, to be delivered on application after proper identification. Letters so directed must not be delivered by letter carriers, unless on an order from the party addressed. Other letters without street and number, or box number, shall be considered as transient, and sent to the general delivery, unless addressed to some person, or to the care of some person, whose address is known to the distributing clerks or to the carriers. While trial search by directory or otherwise is being made, the letter must be subject to inquiry and delivery through the general delivery, and should not be delayed by the carrier taking it from the post-office.

**Sec. 659. Collection of Mail Matter from Receiving Boxes.**—Letter carriers collecting mail matter from receiving boxes are required to give the preference to first-class matter when they are not able to carry to the post-office all the contents of the boxes upon their routes. Papers found upon the outside of boxes should be taken to the post-office for mailing, if after emptying the box the carriers are able to do so and the papers are properly wrapped, addressed, and postage prepaid.

**Sec. 660. To Receive Letters for Mailing.**—Carriers are required, while on their rounds, to receive all letters prepaid by postage stamps that may be handed to them for mailing, but are forbidden to delay their deliveries by waiting for such letters, or to receive money to pay post-

age on letters handed them for mailing. They should also receive other small articles of mailable matter properly prepaid, but are not required to receive packages cumbersome on account of size, shape, or weight, especially when it would interfere with their regular box collections or delivery.

For DUTY OF CARRIERS AS TO SPECIAL-DELIVERY LETTERS, received for mailing, see section 680.

**Sec. 661. Not to Return Deposited Letters.**—Carriers are forbidden, under any circumstances, to return to any person whatever letters deposited in the street mailing boxes, but must take them to the post-office, where the person desiring the return of a letter claimed by him may make application for it to the postmaster. (See section 531 *et seq.*)

**Sec. 662. No Fee or Extra Postage to be Charged.**—No extra postage or carriers' fee shall be charged or collected upon any mail matter collected or delivered by carriers. (R. S., § 3873.)

As to EXEMPTION OF LETTER CARRIERS from militia duty, see section 697.

#### MISCELLANEOUS.

**Sec. 663. Postmasters to Report Operations.**—Postmasters must forward a report of the operations of the carrier system, as early after the close of each month as practicable, to the Superintendent of Free Delivery. The blanks furnished for this purpose must be used.

**Sec. 664. Supplies for Letter-Carrier Post-Offices.**—Street mailing boxes, carriers' satchels, blank bonds, oaths, and nomination blanks for carriers and substitutes, collection time cards, and carriers' furniture, when not otherwise provided, will be furnished on application to the First Assistant Postmaster-General (Division of Free Delivery); blank books and forms, on application to the First Assistant Postmaster-General, Division of Post-Office Supplies; locks and keys for street mailing boxes, on application to the Second Assistant Postmaster-General.

As to PAYMENT OF LETTER CARRIERS, AND ACCOUNTS AT LETTER-CARRIER OFFICES, see sections 229, 254, 255.

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## CHAPTER TWENTY.

### THE SPECIAL-DELIVERY SERVICE.

**Sec. 665. First Act of Authorization.**—A special stamp of the face valuation of ten cents may be provided and issued, whenever deemed advisable or expedient, in such form and bearing such device as may meet the approval of the Postmaster-General, which, when attached to a letter