**Rules and Regulations Governing Conduct on Postal Property**

**Applicability**

These rules and regulations apply to all real property under the charge and control of the USPS, to all tenant agencies, and to all persons entering in or on such property. These rules and regulations must be posted and kept posted at a conspicuous place on all such property.

**Recording Presence**

Except as otherwise ordered, properties must be closed to the public after normal business hours. Properties also may be closed to the public in emergency situations and at such times as may be necessary for the orderly conduct of business. Admission to properties when closed to the public may be limited to authorized individuals who may be required to sign the register and display identification when requested by Security Force personnel or other authorized individuals.

**General Restrictions**

Preservation of Property

Littering, splitting, creating any hazard to persons or things, throwing articles of any kind from a building, climbing upon the roof or any part of the building, or willfully destroying, damaging, or removing any property or any part thereof is prohibited.

Conformity with Signs and Directions

All persons in and on property shall comply with official signs of a prohibitory or directory nature, and with the directions of Security Force personnel or other authorized individuals.

**Inspection**

Purses, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. However, items brought directly to apostal facility's customer mailing acceptance area and deposited in the mail are not subject to inspection, except as provided by the Administrative Support Manual, section 274. A person arrested for violation of this section may be searched incident to that arrest.

**Specific Restrictions**

**Disturbances**

Disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impede or disturb the general public in transacting business or obtaining the services provided on postal property, is prohibited.

**Gambling**

Participating in games for money or other personal property, the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets is prohibited on postal premises. This does not apply to state lottery tickets at vending machines. The possession, sale, or use of any “controlled substance” (except when permitted by law) is prohibited on postal premises.

**Alcoholic Beverages, Drugs, and Smoking**

Anyone under the influence of alcohol or any drug which has been defined as a “controlled substance” may not enter postal property or operate a motor vehicle on postal property. The possession, sale, or use of any “controlled substance” (except when permitted by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on postal premises is prohibited. The term “controlled substance” is defined in 21 U.S.C. 802. Smoking is prohibited in all postal buildings and office space, including public lounges.

**Soliciting, Electioneering, Collecting Debts, Vending, and Advertising**

Soliciting aims and contributions, campaigning for election to any public office, collecting private debts, commercial soliciting and vending, displaying or distributing commercial advertising, soliciting signatures on petitions, polls, or surveys (except as otherwise authorized by USPS regulations), and impeding entrance to or departure from post offices are prohibited on postal property. These prohibitions do not apply to the following:

a. Commercial or nonprofit activities performed under contract with the USPS or pursuant to the provisions of the Randolph-Sheppard Act.

b. Posting notices on employee bulletin boards as authorized by 39 CFR 243.2.

c. The solicitation of USPS and other federal military or civilian personnel for contributions by recognized agencies as authorized by the Manual on Fund Raising within Federal Service, issued under Executive Order 12353.

**Public Assembly and Public Address**

Leafleting, distributing literature, picketing, and demonstrating by members of the public are prohibited in lobbies and other interior areas open to the public.

**Applying for Protection**

Any person under the influence of alcohol or any drug which has been defined as a “controlled substance” is defined in 21 U.S.C. 802. Smoking is prohibited in all postal property. The possession, sale, or use of any “controlled substance” (except when permitted by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on postal premises is prohibited. The term “controlled substance” is defined in 21 U.S.C. 802. Smoking is prohibited in all postal buildings and office space, including public lounges.