

MDHS/DYS Oakley Training School
Suspicious Package Assessment Guide – VIII.7.B

The following questions are guidelines to be used to discern legitimate letters and packages from potential letter or package bombs. This information is by no means complete or foolproof, and letters and packages exhibiting the characteristics below should be handled according to the protocol noted in the policy, and considered as potentially dangerous and possibly including an explosive device:

Weight		Postage	
Is weight unevenly distributed?		Is there more than enough postage or stamps?	
Is it heavier than usual for its size?		Is the postmark from a foreign or unusual city or location?	
Is it heavier than usual for its postal class?			
Envelope		Address	
Does it have a peculiar odor?		Is there no return address?	
Does it have oil stains?		Is it hand printed?	
Is there an inner sealed enclosure?		Marked: "Personal", "Private", "eyes only", or "Confidential"?	
Is there excessive sealing material?		Is it poorly typed or hand written?	
Is there wire, string, or foil stuck to it?		Is the title for the recipient incorrect?	
Are there ink stains?		Is it addressed to a high-ranking recipient by name, title, or department?	
Thickness			
For medium sized envelopes, is the thickness similar to that of a small book?			
Is the package or letter not uniform or does it have bulges?			
For large envelopes, is it bulky or does it have more than an inch in thickness?			
Writing		Rigidity	
Is the writing style foreign?		Is there springiness to the package?	
Are the words misspelled?		Is it unusually firm(especially along its center length)?	
Marked: "Air mail", "Registered", "Certified", "Special Delivery Certified", or "Special Delivery"?			