

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-042
	Subject Telephone Requirements for Police Employees	
	Special Instructions Replaces ENF-084 dated January 1, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines requiring police employees to have a telephone in their residence.

II. POLICY

Police employees shall be available by telephone when at their residence, either on or off duty and they shall keep the Department informed of the current telephone number. A (personal) cellular telephone is sufficient for meeting this requirement; however, the use of a Department issued cell phone, by its self without a home phone or personal cell phone, shall not meet this requirement.

III. PROCEDURE

A. Police employees shall be available by telephone when at their residence to allow for immediate contact by the Department in cases of emergency or other circumstances.

B. Police employees shall immediately inform their commander of any change in their telephone number.

C. For the purposes of this procedure, the use of a personally owned cell phone shall satisfy the requirements for a home telephone; however, the sole use of a Department issued cell phone shall not be acceptable.

D. All section, district, or division commanders shall ensure all required information is updated in the Department Unit Book upon notification of change.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.