



GREENBELT POLICE DEPARTMENT - GENERAL ORDERS

	Title: Use of Telephone		Order #: 307	
	Effective Date: October 27, 2004	Review Date:		
	<input checked="" type="radio"/> New	<input type="radio"/> Amends	<input type="radio"/> Rescinds	
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard:			Pages: 1	

01 POLICY: To allow for the reasonable use of all telephones.

02 PROCEDURES:

A. Phone Calls:

1. Business: Employees may use Departmental phones for any and all Department business.
2. Personal: Employees may use Departmental phones for personal phone calls. Employees should limit the number and time of personal calls to a minimum.
3. Recorded Calls: In some instances it may be advantageous for employees to use the Department's taped lines when returning phone calls, especially those dealing with complaints. An employee, who needs to use a taped line, may do so by using the phone in Communications. Employees below the rank of Corporal will request permission to gain access and use the Communications taped phone lines from the on-duty Communications Supervisor or in his/her absence the on-duty Shift Supervisor.

B. Long Distance: Long distance calls may be made for official Department business only, except for a family emergency.

C. Cellular Telephones: See Order 613-Communications.