

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 9

November 24, 2014

SUBJECT: INSTALLATION OF RESIDENCE TELEPHONE - DELETED; AND,
RESIDENCE TELEPHONE REQUIREMENT - RENAMED AND REVISED

PURPOSE: The purpose of this Order is to revise the residence telephone requirement. Department Manual Section 4/195.10, *Installation of Residence Telephone*, required Department personnel subject to recall, who change their place of residence to apply, without delay, to the telephone company for telephone service. This requirement has become outdated due to the increasing preference of cellular telephones replacing residential landline telephones. Therefore, this Order deletes Section 4/195.10 and revises Section 4/195 of the Department Manual.

PROCEDURE:

- I. **INSTALLATION OF RESIDENCE TELEPHONE - DELETED.** Department Manual Section 4/195.10, *Installation of Residence Telephone*, has been deleted.
- II. **RESIDENCE TELEPHONE REQUIREMENT - RENAMED AND REVISED.** Department Manual Section 4/195 has been renamed *Telephone Requirement* and has been revised to read as follows:

"All sworn and civilian personnel designated by their commanding officer are subject to recall during off-duty hours. Department personnel must be available to be reached by either a residential telephone (landline) or cellular telephone while off-duty and must keep the Department advised of their most current landline and/or cellular telephone number(s)."

AMENDMENTS: This Order deletes Section 4/195.10 and amends Section 4/195 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

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