

**TITLE: DEPARTMENT PERSONNEL PHONE
NUMBER LISTING**

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EFFECTIVE: 07/23/04
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PURPOSE

The purpose of this directive is to establish guidelines pertaining to Santa Fe Police Personnel home telephone numbers.

DISCUSSION

Many circumstances require that telecommunicators are able to contact Police Personnel immediately. If the person is on days off, it may be necessary to contact that person at home.

POLICY

It is the policy of the Santa Fe Police Department that all commissioned personnel have and maintain telephone service to their home. Commissioned personnel are also required to provide their home telephone number to this Department whether listed, unlisted, or private.

All Police Department personnel, whether sworn or civilian, are required to provide their home address to this Department, whether that address is a street number, rural route number, or a physical description of the exact location of the residence. If the member's mailing address is different from the home address, he/she is required to provide both.

PROCEDURES

82.1.01 The list of personnel telephone numbers and addresses will be made available to

Communications personnel and will be posted, readily available to them in case contact with departmental members is needed for emergency call-out, court attendance, to administer special tests (i.e. IR5000), or to correct reports. Communications personnel shall also have the departmental member's work schedules available and posted for easy reference when the need arises to contact a member.

82.1.02 When personnel are on duty, the on-duty roster shall be posted in the radio room, available to the dispatchers. This roster shall also include the call number of the on-duty commander.

82.1.03 It will be a strict policy of this department that no telephone numbers of any department personnel, commissioned or civilian, will be given to anyone outside of this department, without expressed permission from the Department member. Violation of this policy shall result in disciplinary action.

82.1.04 In the event that an outsider wishes to contact a member of the department, Emergency Services Dispatch personnel will take their name, phone number and other pertinent information. The radio and/or reception personnel will then attempt to contact the department member and transmit the above information to them. If a member cannot be reached, the outside party will be notified that the member could not be contacted at that time. A message will be routed to the employee's shift, unit or division office.

82.1.05 When a departmental member calls Emergency Services Dispatch for the home number of an officer, Dispatch personnel will, if they do not recognize the voice of the caller, ask for the identification of the caller and their city employee number prior to giving out the home phone number.

**COMMISSIONED OFFICER
RESPONSIBILITIES**

82.1.06 A commissioned officer has a solemn obligation and responsibility by virtue of the Police Oath of Office to be readily available for duty when called upon by competent authority and the telephone is the most prompt and time saving method used to

communicate in case of emergency which necessitates police participation.

82.1.07 Departmental members who are on call, along with the commanders in charge of each unit, section, division, and bureau shall ensure that their home phone numbers are current.

82.1.08 When a change of home/ mailing address or home telephone number occurs the officer shall submit a memorandum through his/her chain of command that specifies all new information within two days of the change. The memorandum will be routed to the office of the Chief and a copy will be sent to Public Safety Liaison for entry into the computer dialing/notification system. A second copy will be sent to Emergency Services Dispatch through the Support Services Captain.

A. Based upon a member's assignment in an "undercover situation", when that person's identity is not common knowledge in the Department, the Chief may choose to keep the telephone and address information confidential, rather than providing the information to other components.

NOTE: COMMISSIONED OFFICERS SHALL REFRAIN FROM THE USE OF SYSTEMS THAT RESTRICT EXPEDIANT CONTACT BY THE DEPARTMENT.

82.1.10 Failure to meet or violation of any requirement outlined in this directive shall be grounds for disciplinary action, up to and including termination, in accordance with the disciplinary procedures set forth in the City of Santa Fe Personnel Rules and Regulations.

Drafted (awm) 03/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04

CIVILIAN RESPONSIBILITIES

82.1.09 When a change of home/ mailing address occurs the civilian member shall submit a memorandum through his/her chain of command that specifies all new information within two days of the change. The memorandum will be routed to the office of the Chief and a copy will be sent to Public Safety Liaison for entry into the computer dialing/notification system. A second copy will be sent to Emergency Services Dispatch through the Support Services Captain.

VIOLATIONS OF THIS POLICY