**NORTHLAKE POLICE DEPARTMENT**

**COMMUNICATIONS DIRECTIVE: 3**

**Effective date: Review date:**

**May 17th, 1999 April 7th, 2009**

**SUBJECT: ISSUED BY:**

**PERSONAL USE OF THE TELEPHONES,**

**FAX MACHINES AND COMPUTER SYSTEMS Dennis A. Koletsos, Chief of Police**

**Distribution: Amended:**

**COMMUNICATIONS PERSONNEL March 11th, 2011**

**CALEA REF: 1.2.2**

I. **PURPOSE**

The purpose of this directive is to define the use of the telephone, facsimile, and computer system it relates to personal use by Communications Personnel.

II. **POLICY**

Employees are expected to restrict their personal use of the telephone to family emergencies or other situations of importance when there is no alternative solution to make a personal call while on duty. Calls should be infrequent and brief in nature.

**III. PROCEDURE**

A. Staff members are expected to use good judgment in developing a definition of what constitutes a personal emergency and in deciding what other calls are of a real pressing necessity.

B. All employees are expected to make an effort to discourage persons from telephoning them while on duty.

C. Personal long distance calls charged to the Northlake Police Department must be avoided if at all possible. Calls may be made for personal emergencies with prior approval of the supervisor and must be made at the employees’ expense. Supervisors are expected to report the call(s) via memorandum to the Chief of Police prior to the end of the shift and should indicate the date, time and phone number called and the employee’s name.

Dir 3

ay 17th, 1999

Reviewed: March 11th, 2011

Use of telephones, fax & computers

Page 1 of 2

D. All department facsimile machines are restricted to

Department business only. However, the telecommunicators may use the facsimile for personal business only with the permission of the Communications Supervisor or Command Staff.

1. Department computer systems are for official Department business only.

Personal messages via LEADS or IWIN is against the rules and regulations of the LEADS Advisory Policy Board and Department policy.

1. There shall be no expectation of privacy regarding phone

conversations, LEADS/IWIN transmissions, facsimile transmissions, and all mail/ correspondence received by the department. All phone lines though out the station are recorded (with the exception of private lines accessed by supervisory personnel).

1. All LEADS & IWIN traffic is permanently recorded by the

State of Illinois. LEADS & IWIN traffic may be retrieved for review by the Chief of Police.

H. Facsimiles transmitted from the Communications Center are periodically reviewed by the Communications Supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dennis A. Koletsos, Chief of Police

Dir 3

May 17th, 1999

Reviewed: March 11th, 2011

Use of telephones, fax & computers

Page 2 of 2