DAVIS POLICE DEPARTMENT
FRONT LOBBY TELEPHONE
Policy and Procedure 5.01-C

DEPARTMENT MANUAL

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I. STATEMENT OF ISSUE

The front lobby telephone allows persons to contact Dispatch when they are in the lobby after regular business hours as well as when no Police Records Specialist (PRS) is readily available at the counter during regular business hours to assist them.

The telephone rings directly to the Police Department non-emergency number. The phone does not ring in Records and may not be used during regular business hours when more than one PRS is working.

Examples of when the phone may be used include; when the PRS is away from the counter doing copying, routing mail, restroom break, or other special projects that may take the PRS away from the counter for a length of time not to exceed 10 minutes.

II. PROCEDURE

1. The telephone will be stored in Records.

2. When the phone is needed, and at all times when the lobby is closed, a PRS will, prior to leaving the front counter;
   a. Plug the telephone in the appropriate jack,
   b. Place it on the lobby side of the front counter near the west counter window.

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Police Chief

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