

Subject:	Personal Phone Calls	
Effective:	7/27/2012	Procedure
Update:		
Reference:		

PURPOSE

To establish the procedure for employees to follow with regard to personal phone calls while working in the Emergency Communications Center.

PROCEDURE

1. Personal phone calls will not interfere with a dispatcher's duties.
2. Dispatch console phone lines are recorded thereby making all phone calls, including personal calls, a matter of public record and subject to subpoena. They can be included in evidence recovery, requests or subpoenas by the district attorney's office, public defender's office, and user agencies.
3. Non-recorded phone lines that are not on the dispatch consoles (e.g. the break room, sleep rooms, conference room) are recommended for personal phone calls.
4. Employees placing personal long distance calls may be held responsible for charges billed to the County of Santa Barbara.
5. Use of a personal cell phone is not permitted on the dispatch floor. (Refer to Cell phone and Personal Electronic Devices procedure for more details.)