

LONG DISTANCE TELEPHONE CALLS	Document Number	GO 516
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1. PURPOSE

The purpose of this policy is to establish the guidelines regarding long distance telephone calls.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that all members restrict long distance telephone calls to matters of official business only.

4. DEFINITIONS

4.1. Foreign Exchange System (FEX) – A direct access phone line to Oahu which is maintained at a fixed rate instead of a per call rate.

5. RESPONSIBILITIES

5.1. District and Division Commanders – Commanders shall monitor long distance call logs to ensure that members are making long distance calls for official business.

5.2. Members

5.2.1. All members shall make long distance telephone calls from the department telephone system for matters relating to official police business only.

5.2.2. All members shall log any completed long distance call in the proper call logs maintained by the district or division.

6. PROCEDURES

6.1. Authorization – Long distance telephone calls (other than FEX) shall be made only upon prior approval of the bureau, division, and district commanders.

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6.2. Nature of Calls – Long distance telephone calls shall be confined to necessary official business and may be made only when other means of communication (correspondence, cablegram) are impractical.

6.3. Foreign Exchange System (FEX)

6.3.1. Long distance telephone calls to the Island of Oahu shall be made via the department's Foreign Exchange System (FEX), a direct access to Oahu.

6.3.2. Other authorized long distance calls shall be made via the Direct Distance Dialing (DDD) System.

6.4. Record of Calls

6.4.1. Each division and district shall maintain a log of all long distance telephone calls (other than those made via the FEX line) which are chargeable to the department. This log shall be maintained by the respective division and district commanders and shall be forwarded to the Business Manager at the end of each month containing the following information:

- a. Date of call
- b. Originator of call
- c. Time call placed
- d. Time call terminated – The operator may be requested to provide the caller with information on the time the call was placed and terminated and total charges of the call.
- e. Party called
- f. Reason for call or police report number relating to call
- g. Telephone number called

6.4.2. Negative reports need not be made.