

COMMUNITY SAFETY PARTNERSHIP BUREAU

NOTICE

1.9

October 7, 2020

TO: All Community Safety Partnership Bureau Personnel

FROM: Commanding Officer, Community Safety Partnership Bureau

SUBJECT: EXPECTATIONS WHEN UTILIZING DEPARTMENT-ISSUED CELL PHONE TO COMMUNICATE WITH COMMUNITY MEMBERS

Community Safety Partnership Bureau (CSPB) officers are constantly finding new and exciting ways to connect and interact with the communities they serve.

One tool that may often be overlooked however, is the Department-issued cell phone officers received when assigned their Body Worn Video (BWV) device.

Officers are encouraged to utilize their Department-issued cell phone to interact with community members regarding non-emergency issues, as they see fit.

As such, officers are reminded they shall only use their Department-issued cell phone for official Department business. Officers shall also answer incoming calls in a professional manner, as well as check for messages/return any calls at least once per shift. An appropriate voicemail greeting message shall be used in conjunction with the cell phone, instructing callers to hang up and call 911 if there is an emergency and to provide a contact number if they have a question.

If a CSPB officer is unable to return calls from the community for an extended period (i.e., scheduled vacation or extended days off) their phone shall be temporarily assigned to the Officer in Charge of the unit.

For further information regarding Department-issued cell phone usage, see LAPD Manual Section 3/566.

If you have questions regarding this matter, please contact Sergeant Scott Wilhelm, Community Safety Partnership Bureau, at (213) 486-8271.



EMADA E. TINGIRIDES, Deputy Chief
Commanding Officer
Community Safety Partnership Bureau

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