


STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	Updated: 10/13/2021
	Title: Long Distance Telephone Calls	No. 3.3
	Issuing Authority: Chief Joseph McNeil	Issued: 10-10-2018
	Reference:	

PURPOSE:

The purpose of this policy is to establish a guideline for making long distance calls from the Town of Stratford telephone system.

POLICY:

It shall be the policy of the Stratford Police Department to provide employees with the ability to make long distance telephone calls for business purposes from the town telephone system.

PROCEDURE:

All Departmental Telephones are for the furtherance of Departmental business and shall not be used for any personal, improper, or illegal purpose.

Long distance calls, not of a business nature, shall be charged to the person making such call.

Employees making long distance calls are required to have and use their own personal authorization code. Authorization codes will be distributed to employees for phone access. This four digit code shall be used when making any and all long distance phone calls from land lines. These codes are confidential and should not be shared with other employees.