



POLICY AND PROCEDURE

NO.565

Annoying Phone Calls

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In order to simplify and unify a course of action, the following is recommended as procedures to be taken for all annoying or threatening phone calls.

1. Incident Report must be taken by Police Officers in person.
2. If caller is known, officer taking report will generate appropriate criminal action:
 - Request for Hearing
 - Request for Complaint
3. If caller is not known, Incident Report will be forwarded to the Detective Bureau. Reporting Officer will inform complainant of the Telephone Company number to call:
 - Residential Traps 798-5830
 - Business Traps 792-4100
4. Officer taking report need not take any further action. Either Court, through the Request for a Hearing, or Detective Bureau will follow-up on complaint.
5. Once Phone Company has been alerted; they will be in contact with the Detective Bureau and will make contact with the victim.
6. Officers should not tell any victim to seek complaints at the Court House.

Per:

Edward P. Gardella
Chief of Police

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