

	<b><u>SUBJECT</u></b>	<b><u>NUMBER</u></b>
	<b>ACCESS TO COMMUNICATIONS OFFICE</b>	<b>405/01</b>
<b>EFFECTIVE DATE:</b>  <b>08-14-09</b>	<b>AMENDS:</b>  <b>07-30-08</b>	<b>RESCINDS:</b>
<b>DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical</b>	<b>REFERENCES: CALEA 81.3.1 / IACLEA / TPCFA</b>	

- .10 The Communications Office is off limits to all unauthorized personnel. The Communications Office access doors will be closed and locked at all times except to allow authorized personnel entry or exit.
- .11 Authorized personnel are as follows:
  - A. Personnel assigned to Communications Division
  - B. Chief of Police
  - C. Deputy Chief of Police/Administration
  - D. Deputy Chief of Patrol Division on Official business
  - E. Lieutenant of Patrol Division on Official business
  - F. Criminal Investigations Division Investigators on official business.
  - G. Patrol/Security Officers temporarily relieving Dispatchers.
  - H. Authorized repair representatives or building maintenance personnel.
- .20 Those Officers not specifically authorized are forbidden from loitering or congregating outside the Communications Office for non-business reasons or participating in conduct which might distract the Dispatcher from his/her duties.
- .21 Supervisory Officers of the Department will ensure the compliance of this section by taking whatever steps are necessary to discourage unauthorized persons from loitering or congregating outside the Communications Office.
- .30 It is specifically forbidden for any Officer not assigned to the Communications Division to operate or access the [Texas Law Enforcement Telecommunications System \(TLETS\)](#) computer terminal.
- .31 Original documents and recordings will not be removed from the Communications Office, copied or reproduced, without the permission of the Chief of Police or Deputy Chief of Police/Administration.
  - A. This section pertains to records specifically designated to the Communications Division (TCIC/NCIC entry records, radio log sheets, case logs, CCH log book, files, radio and phone recordings, etc.) and does not pertain to police reports of incidents or other documents prepared by the Communications Operators for other Divisions.