7-01/070.15 Home Telephone Requirement

All sworn personnel are required to maintain a home telephone, or cell phone in lieu of a home phone, that is in good working order.

When Transportation Bureau is required to contact an employee periodically because the employee is off on sick leave, I.O.D., etc. and the employee is required to be at home, the employee must be available for direct conversation.

The use of an answering machine is not an acceptable excuse for the inability to contact an employee who is **required** to be at home.

If you must leave for a short period, or will not be able to answer the phone for some reason, you are required to notify the Operations Sergeant prior to being absent.