

Metrolink Bureau Unit Order 610-26 Metrolink Issued Cell Phone/Scanners

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-26
	Effective Date: 09-09-15
	Revision Date: 09-09-15
	Annual Review: 10-05-17
Subject: Metrolink Issued Cell Phone/Scanners	
Reference:	

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the usage of the Metrolink Issued Cell Phone/Scanners

SCOPE OF ORDER:

The order shall apply to all personnel issued and assigned Cell Phone/Scanners from Metrolink.

ORDER:

Cell phones are provided by Metrolink to assist in communications between Metrolink personnel, conductors and Law Enforcement. The current phones being issued also serve as the scanner for the new fare media being issued to patrons by Metrolink.

Deputies Responsibilities

Deputies shall ensure that their phones are charged and in working order before their shift. Deputies shall carry their phones while on duty and have the phones available to receive phone calls. Voicemail on the phones shall be set up and voicemail boxes emptied at the end of each shift. **The phone/scanners shall be used as much as possible during all street car details and fare enforcement onboard trains when checking fare media.** The Scanner Sled provided with the phone is not to be removed and shall remain on the phone at all times. All department policies regarding cell phones shall be adhered to. Reminder these phones are the property of Metrolink and not to be used for personal business.
