

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 11.10
		Issue Date: March 21, 2005
		Revision Date: March 13, 2017
CHAPTER: Operations Support		Related Policy: G.O. 11.02 (Communications Center), G.O. 11.01 (Police Services Records), G.O. 11.06 (Community Emergency Notification System), G.O. 11.08 (Electronic Monitory/Recording Sheriff's Office Communications), G.O. 11.15 (On Call Duty Roster), G.O. 11.14 (Radio and Mobile Data Terminal Protocols)
SUBJECT: Telephone Security		Related Laws: ORS 181.730; OAR 257-15 series; LEDS, NCIC

POLICY: It is the policy of this Sheriff's Office to maintain strict telephone security.

RULE: None

PROCEDURES:

I. General

- A. Under no circumstances will the home telephone number or address of any Sheriff's Office employee be given to the public.
- B. Numbers can be given to other members of the Sheriff's Office, if the identity of the requesting party can be positively verified.
- C. No confidential case information will be disseminated to the public or news media by telephone or any other method without supervisory approval.
- D. Information exchange between law enforcement agencies is both acceptable and desirable. However, it is essential that standardized phone lists (electronic or hard copy) be utilized to ensure that information is being disseminated to legitimate agencies.
- E. Suspected fraudulent attempts to obtain case or Sheriff's Office employee information shall be reported to a supervisor immediately.

II. Detail Information

- A. For more detailed information pertaining to telephone security, refer to the Communications Center Procedures Manual.