

Tours and Visitors

Supersedes:

Effective: 01-13-97

Uncontrolled visits to the Dispatch Operations Center can be disruptive to its operation.

1. All tours or visits of the Dispatch Operations Center shall be pre-arranged with either the Commander of Dispatch Operations, Shift Commander or on-duty Dispatch Operations Center supervisor.
2. Off duty personnel normally assigned to Dispatch Operations shall be allowed to visit the Dispatch Operations Center without prior permission.
3. On-duty field personnel (non-supervisory) are required to have prior permission from the Dispatch Operations Center supervisor before visiting Dispatch Operations.
4. Visits by field personnel are often disruptive to dispatch operations and should be limited to special circumstances only.
5. Before being allowed entry into the Dispatch Operations Center, all visitors will check in with the supervisor to be sure the visit or tour can be accommodated operationally at that time.
 - 5.1. The supervisor will insure that the Dispatch Operations Center is presentable before allowing visitors or tours to enter the room.
 - 5.2. Telecommunicators are to handle themselves professionally at all times.
6. It is strictly prohibited for a telecommunicator to have an individual visit the Dispatch Operations Center so as to conduct business, such as from a Telecommunicator's part time job.
7. All tours or requests may be limited or suspended at the discretion of the supervisor.