

# CULVER CITY POLICE

## TRAINING INFORMATION

**DATE:** October 1, 2024

**NO:** 2024-08

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## Public Announcement System

### **Overview:**

A new Public Announcement (PA) System has been installed throughout the police station for official use. This system enables authorized personnel to make important, time-sensitive announcements that can be heard by all staff within the station.

### **System Activation and Use Instructions:**

1. From your landline desk telephone, press #8 to activate the PA system.
2. Wait for the system chime before speaking.
3. Speak clearly into the telephone and relay the required information.
4. Once you have made the announcement, hang up the telephone to end the transmission.

### **Official Use Only:**

This system is strictly for official police business. Personal or unofficial use of the PA system is prohibited. Ensure that all communications made via this system are professional, necessary, and urgent.

### **Examples of Proper Use:**

Example 1:

Press #8.

Wait for the chime.

Announce: "Sergeant Shepherd, please call extension 6208."

Repeat: "Sergeant Shepherd, please call extension 6208."

Hang up the telephone.

Example 2:

Press #8.

Wait for the chime.

Announce: "Chief Dunlap, your attendance is required in the Chief's conference room."  
Repeat: "Chief Dunlap, your attendance is required in the Chief's conference room."  
Hang up the telephone.

If you have any questions regarding the use of the new PA system, contact the IT department or your direct supervisor for assistance.

TROY DUNLAP  
Assistant Chief of Police

*L. Estrada #828 for TD*