

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PNEUMATIC TUBE SYSTEM  
SUBJECT

DATE: May 10, 2018

NO: E-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Pneumatic Tube System**  
**Operation of Pneumatic Tube System**

I. **POLICY**

The Pneumatic Tube System was designed to be reliable and relatively trouble free if correctly used. The system has been made non-operative, but not removed. **It is not to be operated without an authorization form the Technical Services Division Commander or higher.**

II. **GUIDELINES TO FOLLOW IF OPERATING THE PNEUMATIC TUBE SYSTEM**

- A. Contact and obtain approval to turn the system on from the Technical Services Division Commander or higher.
- B. Never release any loose papers or foreign articles into the sending inlets. This could cause a stoppage.
- C. Care must be taken to properly close cover before sending, whether or not there is a message inside.
- D. Carriers should be sent correctly:
  - 1. Carrier should be picked up with hand on leather, or cover end
  - 2. Carrier should then be inserted into sending inlet felt end first
  - 3. No more than one carrier should be sent in the same inlet line within a 5 to 20 second interval
- E. Carriers should never be sent if the air is weaker than normal, or if a paper or foreign object has entered the system. Should this occur, notify the Technical Services Division Commander who will call the proper authorities.
- F. The central location for the Tube System is located in Technical Services Division, Records Section at the Headquarters Station. The Tube System connects from this location to the following offices:
  - 1. Records Section
  - 2. Former Fiscal Affairs
  - 3. Former Professional Standards Office
  - 4. Former Chief's Office
  - 5. Basement Roll Call Room
  - 6. Administration / Personnel and Training