

SECRECY OF COMMUNICATIONS

PROTECTION OF CABLE PAIR INFORMATION

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1. GENERAL

1.01 This section is issued to emphasize the importance of secrecy of communications and to describe procedures for protecting cable pair information.

1.02 It is the responsibility of every Telephone Company employee, in the interest of maintaining the confidence, respect and support of the public to be continually on the alert for conditions which could affect the complete privacy of telephone communications, i. e., wire tapping, unauthorized or unnecessary monitoring, and other violations of communications security.

1.03 Information relative to cable pairs shall not be divulged to any unauthorized person.

1.04 Information relative to cable pairs on nonpublished service, shall be furnished in accordance with this section.

1.05 Requests for cable pair information on the part of unauthorized persons shall be immediately called to the attention of the supervisor on duty.

2. AUTHORIZED PERSONS

2.01 An "authorized" person is a Telephone Company employee requiring information necessary for the proper installation or maintenance of customers service.

3. SECRECY OF COMMUNICATIONS RESTRICTIONS

3.01 Employee must not:

- (a) Disclose the contents, or any part thereof, of any telephone or telegraph message addressed to another person without the permission of such person or willfully alter the purport or effect or meaning of any such message to the injury of another.
- (b) Use any information, either derived by them from any private message passing through their hands and addressed to another person or in any other manner acquired by them as employees of the company.
- (c) Permit any unauthorized person to listen to any telephone conversation.
- (d) Monitor any connection beyond the requirements for its proper supervision.
- (e) Divulge to any person the fact or the nature of any message, except as required for the proper handling thereof.
- (f) Discuss communication arrangements made between the company and its customers, except as required for the handling thereof.
- (g) Give any unauthorized person any information whatever regarding the location of equipment, trunks, circuits, cables, etc., or regarding local or toll ticket records of calls, telegraph messages, etc.

3.02 The secrecy of communications is protected by laws imposing punishment by fine and imprisonment for its violation.

4. SOURCES OF CABLE PAIR INFORMATION

4.01 Cable pair information shall be obtained as follows:

<u>By</u>	<u>From</u>
Repair Foreman	Test Desk
Repairmen	
Splicers and other construction forces performing maintenance work	
Installers	Service Order
Splicers	or
Construction forces	Assignment Desk
All "other" forces	Plant Service Center Supervisor

5. RELEASE OF CABLE PAIR INFORMATION

5.01 Repair clerks shall not divulge cable pair information to anyone.

5.02 Deskmen shall be responsible for the proper identification of repair foremen, repairmen, and splicers and other construction forces performing maintenance work prior to supplying information relative to cable pairs. This identification may be made by recognizing the name or voice if familiar or by positive check of the work operation, such as routine order number, trouble report or cable case number. After proper identification, the deskman shall provide the requested information from the subscriber line card or from the cable pair records.

5.03 Assignment center employees shall be responsible for the proper identification of installers, splicers, and construction forces. Installers may be identified by name together with load number, and service order number, and splicers and construction forces by the number of the specific estimate, routine order or other work authorization involved. After proper identification which shall include the determination that the named employee is assigned to the work authorization involved, the assignment center employee shall provide the requested information from the cable pair records.

5.04 Plant service center supervisors shall be responsible for determining the identity of all "other" forces requesting cable pair information and determining the necessity for providing the information. To the extent the situation will permit, the plant service center supervisor shall release the information on a "call-back" basis.