

## **Buena Park Police Department**

### **639.0 CELL PHONE POLICY**

Added: 3-25-04

#### **639.1 PURPOSE**

The purpose of this document is to establish the Department's policy on the use of Department and personally-owned mobile communications devices, which includes cell phones, pagers, PDA's and devices capable of sending and receiving text messages or e-mail.

#### **639.2 POLICY**

The Department recognizes the need for employees to utilize cellular/mobile communications devices while on duty. Although the Department does not completely prohibit the use of these devices while on duty, it does discourage the use of them during certain situations and circumstances which could cause a distraction and/or safety issue.

#### **639.3 PROCEDURE**

- A. Employees may carry and/or have available personal mobile communications devices when the contact information for such a device is provided to the Chief of Police. This information shall be deemed confidential and retained in the Employee Contact List located in the Watch Commander's office. Employees shall submit a memo to their immediate supervisor which details the information. Supervisors shall compile the information into the Watch Commander's Contact List. This information is not considered as a contact number for employees, policy and procedures require employees to maintain residential telephone service. Employees are responsible for ensuring this information stays accurate.
- B. Employees shall refrain from using cellular telephones and mobile communication devices during professional contacts and may only do so if related to the contact.
- C. Field personnel who communicate with the dispatch center via cellular phone shall use the appropriate business or emergency line. All business-related communications with the dispatch center shall be able to be captured via the voice logger system in order to preserve the record.
- D. Use of cellular telephones while operating city vehicles shall be limited to work-related situations. In such incidents, employees shall make

every attempt to safely pull the vehicle to the side of the roadway to use these devices. The safe operation of the vehicle shall take precedence over cellular phone usage.

- E. Employees shall limit the use of Department cellular phones for personal use to appropriate and minimal necessary personal communications, which does not impact work performance. The employee is responsible for reimbursing the city for personal use, which incurs airtime charges on Department cellular phones.
- F. In order to reduce unnecessary airtime charges, when possible employees should use Department landline service when it is available in lieu of cellular telephones. Cellular telephone communications are not always secure and caution shall be taken when communicating sensitive or confidential information.