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## City Issued Cellular Telephones

### 453.1 PURPOSE & SCOPE

To establish a procedure for employee use and responsibility of City issued cellular telephones.

### 453.2 PROCEDURE

#### **453.21 ISSUING OF CITY OWNED CELLULAR TELEPHONE TO EMPLOYEES**

The City of El Monte, at the discretion of the Chief of Police, may issue a cellular telephone to an employee of the Department. The Philosophy of this policy is to better allow the Department to contact the employee as well as to increase the employee's effectiveness by providing a source of immediate and mobile communication.

The issuance of a City owned cellular telephone does not relinquish the employee's duty and responsibility to provide and maintain a personal telephone contact number pursuant to other City and Department procedures.

The issuance of a City owned cellular telephone does not negate the employee's responsibility to maintain standard communication, such as the Department's radio communications center, when appropriate.

#### **453.22 EMPLOYEE RESPONSIBILITY**

The responsibility of the general care of any City owned and issued telephone rest with the employee that it was trusted to. If the employee determines that the telephone is not functioning properly, then they will notify Administrative Services as soon as possible to remedy the problem.

- (a) If the City issued telephone is lost or damaged, then it is the responsibility of the employee to complete a memorandum to the Administrative Services Captain explaining the circumstances leading to the lost or damaged City Telephone.
- (b) The employee issued the cellular telephone shall make every effort to ensure that the unit is satisfactorily charged and is turned on when on-duty during their regularly scheduled shift.
- (c) When on-duty during their regularly scheduled shift, the employee should make every effort to answer incoming calls when appropriate.
- (d) If the employee should miss an incoming call when on-duty during their regularly scheduled shift, they should make effort to return calls as necessary and appropriate as soon as possible.

- (e) Upon returning to duty after regular days off, vacation or other time off the employee should review their messages and make every effort to return telephone messages where necessary and appropriate.
- (f) Employees should observe and adhere to all laws, policies, procedures and other requests by outside entities pertaining to the restriction of cellular telephone use. Examples of outside entities that commonly restrict the use of cellular telephone usage are: Court houses, public schools, law enforcement training facilities, government installations and aircraft.
- (g) Employees should acknowledge that the operation of a cellular telephone commonly interferes with the ability to safely operate a motor vehicle. Consequently, it is recommended that when circumstances deem necessary the employee should not attempt to complete the two tasks simultaneously.
- (h) While use of the Departmental issued cellular phone for personal use is permissible, the employee is responsible for any personal use that causes them to exceed their plan use minutes.

#### 453.3 PROHIBITED USAGE

The Department urges the employee to utilize the cellular telephone as a valuable tool when completing fieldwork. However, if there is a more appropriate, efficient and economical manner in which to complete the needed communication, then the employee should pursue the more suitable means.

If in the event the employee is found not to adhere to the procedures in regards to city issued cellular phones, then the employee may be subject to the following:

- (a) Removal or restriction of cellular telephone privileges.
- (b) Administration of discipline.
- (c) The reimbursement to the Department of all excessive usage fees and charges that were deemed to incur as a result of the non-emergency personal use.

Each Officer shall be allotted 600 Peak minutes per month for the purpose of maintaining their respective Reporting Districts. There is unlimited mobile-to-mobile usage within our network. There are also unlimited night/weekend minutes, which is all time outside the Peak period. Peak phone minutes are Mon – Fri, 7AM – 9PM. Domestic long distance and roaming is free in the Continental U.S., but uses up wireless minutes.

If an individual exceeds their plan use minutes, the statement of this overage will be forwarded to their supervisor for review. If the employee cannot justify this overage minutes they will write a check to cover said minutes made out to the City of El Monte. This check will be forwarded to Administrative Services. If it is determined these minutes were work related, the supervisor shall write “work related” on the statement and route it to Administrative Services.

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## Personal Wireless Access Equipment

### 455.1 PURPOSE AND SCOPE

The El Monte Police Department recognizes that the use of wireless technology has become common in everyday life. The use of these devices can enhance an employee's ability to perform their duties but can also have a negative impact on the Department by providing unnecessary distractions to employees. The purpose of this policy is to establish guidelines for the use of personally owned electronic devices and remote wireless access equipment.

### 455.2 DEFINITION

Wireless access devices are defined as, but not limited to, cellular telephones, pagers, personal data assistants (PDAs), pocket PC's, notebook and laptop PC's, electronic game devices, and the like.

### 455.3 REMOTE WIRELESS ACCESS EQUIPMENT

#### **455.31 CARRYING EQUIPMENT**

Employees may carry, while on duty, wireless access devices while on duty subject to the following conditions:

- (a) Carrying the equipment is optional.
- (b) No such device shall be carried as part of the uniform without proper authorization.
- (c) The purchase, maintenance and replacement of the device are at the employee's sole expense. This shall also include any associated access or airtime fees charged by a service provider.
- (d) The Department shall in no way be responsible for loss or damage to any such equipment.

### 455.4 USE OF WIRELESS EQUIPMENT

- (a) Employees should not use the equipment as a replacement for the police radio. Official communication with the dispatcher and other employees shall not be conducted by way of wireless equipment except in urgent situations where the use of the police radio is unavailable or impractical.
- (b) Criminal Offender Record Information (CORI) shall not be transmitted over any wireless access device (see Policy Manual § 812.43).

- (c) Employees must understand that the best way to insure the prevention of traffic collisions while using the remote wireless access equipment is to pull off the roadway and make or receive calls, or to send or receive messages.
- (d) Unless absolutely necessary, no remote wireless access equipment should be used during a "Code 3" response other than the police radio and/or the mobile data computer (MDC).
- (e) Employees shall not let the use of these devices interfere with their primary responsibilities to their assignment. Use of any electronic equipment for leisure or entertainment purposes while on duty is prohibited except when on an authorized break and not while in public view.
- (f) Personally owned wireless access devices shall not be used to access Department network servers without prior authorization.