

## **Policy #19**

**Subject: Cellular Phones**

**Effective Date: February, 2001**

**Reference: Standard Operating Procedures**

**Distribution: All Personnel**

### **Purpose:**

This standard operating procedure sets forth the proper use of cellular phones which will be placed in all cruisers.

### **Discussion:**

The cellular phones are being placed in each cruiser in hopes of assisting the officers with the efficient and timely performance of their duties. It should also be noted that the police department incur costs for all time spent on the phone. This includes both incoming and outgoing calls.

**It should be stressed that common sense and good judgment should be used when deciding whether or not a call should be placed on the cellular phone.**

### **Policy:**

Cellular phone numbers shall not be given out.

- ◆ All calls shall be logged in the notepads which have been placed in the cruisers. Officers shall record the date, time, business or residence called and for what purpose.
- ◆ **Officers shall not make long distance phone calls from the cruisers.**
- ◆ **Officers shall not accept incoming calls unless it is a life or death emergency.**
- ◆ **Officers shall not make personal calls. (Including to or from their residences.)**
- ◆ Whenever possible officers shall continue utilizing regular phones for non-emergency matters.