

	KENOSHA POLICE DEPARTMENT		
	POLICY AND PROCEDURE		
	81.5 Cellular Telephones		
Effective Date:	1/3/2007	Revision Date:	Click here to enter a date.
Action:		Number of pages:	2

I. PURPOSE

The purpose of this policy is to provide employees of the Kenosha Police Department with guidelines for the proper use of cellular telephones.

II. POLICY

It is the policy of the Kenosha Police Department to use cellular telephones in the course of police operations to enhance departmental communication. Cellular telephones may be used by employees when the use of radio communication, mobile data computer, or hard line telephone usage is inappropriate, unavailable, or inadequate to meet communication needs and when the cellular telephone is used in accordance with this policy.

This policy applies to both civilian and sworn personnel.

This policy applies to both department owned and personally owned cellular telephones that are carried by employees and that may be used by the employee during their tour of duty.

III. DEFINITIONS

Disruptive: Any time that cellular telephone operations would be considered disruptive, such as in meetings, training sessions, court, or public places in which their use would reasonably be deemed annoying and intrusive.

Distraction: Any time the use of a cellular telephone would unnecessarily or unreasonably divert the attention of an employee from official duties and/or cause a potentially hazardous situation.

IV. PROCEDURES

1. The Kenosha Police Department issues cellular telephones to authorized employees for official use. Employees may choose to carry their own personal cellular telephone and may use it during their tour of duty.
2. The department assumes no liability for the loss, damage, or financial charges incurred by an employee utilizing their personal cellular telephone.
3. Department owned cellular telephones are authorized for official use. Exceptions may be made for family situations or personal matters that require immediate attention and when alternative forms of communication are not suitable or available.

43.2 Tavern Violations

4. Department owned cellular telephones may be used while off-duty to conduct police related business or during departmentally managed off-duty law enforcement assignments. Department owned cellular telephones shall not be used for off-duty employment.
5. Department owned cellular telephones are to be used as a secondary form of communication and are not a substitute for radio communication. Approved cellular telephone usage includes, but is not limited to, the following types of communication:
 - a. conveyance of sensitive and/or restricted information, however like both the radio and MDC, there is no reasonable expectation to privacy while using a cellular telephone
 - b. undercover operations, special assignments
 - c. communication beyond normal radio range
 - d. incidents in which direct communication with an employee and the public is critical
6. Department issued cellular telephone numbers should not be provided to the public. Exceptions may be made when communication between an employee and a victim, witness, or other person may be critical. Personnel may not provide the cellular telephone number of any member of the department to the public without the authorization of the cellular telephone user or the Chief of Police or his designee.
7. Employees should not use the department owned cellular telephone for squad-to-squad communication when other means are available and appropriate.
8. Random and periodic audits of department issued cellular telephone usage and financial charges may be conducted at the department's discretion.
9. Personal or department issued cellular telephones should not be used if they may be disruptive to others or cause a distraction to the employee. Use of cellular telephones, either in voice or data transmission, while on duty should be restricted to essential communications. Engagement in multiple or extended conversations unrelated to official business or similar use that interferes with the performance of duty is prohibited.
10. Photo messaging capabilities are prohibited unless they can be clearly linked to the conduct of official business.
11. Employees should not operate department owned vehicles while using cellular telephones unless emergency circumstances exist and other means of communication are not available or suitable. Employees should pull off the highway in a safe location when using cellular telephones.
12. Personal cellular telephone records may be subject to subpoena if used in the performance of official business.