



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: CELLULAR PHONES

NUMBER: 12.2

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

PURPOSE

Cellular phones in law enforcement have become a very important tool to enhance the communication capabilities of front line personnel conducting Department business; however, limits along with restrictions must be placed on the use of these instruments. The purpose of this policy is to set forth the proper uses as well as the restrictions on the cellular phones located in the fully equipped police vehicles.

OPERATIONS

1. All officers will be the responsibility of each user to follow the operating procedures noted in the User's Guide for each cellular phone.
2. Any problems, malfunctions, abuses, and questions that arise reference the use of the cellular phone must be brought to the attention of the user's immediate supervisor.

COSTS AND ACCOUNTING

The Holmen Police Department is billed by the cellular service provider based on the number of minutes utilized for each individual cellular phone. The Holmen Police Department receives a bill every month for each individual cellular unit which provides information indicating the phone number of the receiving cellular unit as well as the date and time used and the duration of the call. Included in this information is a record of both incoming and outgoing calls along with the telephone numbers which correspond with such calls. Both incoming and outgoing calls are billable to the Police Department.

RESTRICTIONS

1. Whenever possible, other methods of communication should be used. The squad radio is the primary source of communication.
2. No personal calls are allowed to be made or received on the cellular phones in the marked patrol vehicles.
3. Try to use office phones whenever possible.
4. Keep calls as short as possible.
5. Utilize a secure phone whenever possible.
6. When asked to call the dispatch center, have the dispatch center call you so there is no time wasted if the dispatcher becomes busy and places you on hold or requests you to stand by.
7. Do not give the cellular phone numbers of the squad out to the public
8. Care should be given to the exterior cellular antenna when servicing or washing the vehicle.
9. Do not give phone numbers to the public unless an emergency situation arises.

Chief of Police
Shane Collins