

**Procedure**  
**12.13**

**EFFECTIVE  
DATE  
12-15-03**

**Eugene  
Police Department**



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## **Department-Issued Cellular Phones**

### **12.13.1 PURPOSE AND SCOPE**

Cellular telephones are provided to improve the ability of employees, while they are in the field, to communicate internally and with the community, thus improving service quality, efficiency, and time utilization.

#### **PART I - Responsibilities and Procedures for All Personnel**

- A. Cellular phone use generally
- B. Cellular phone use while operating City vehicles
- C. Personal use of department-issued cellular phones

#### **PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

- A. Immediate supervisor

### **12.13.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL**

#### **A. Cellular phone use generally**

1. Cellular phones are intended to supplement, rather than replace, "land line" telephones, police radios, and mobile data computers (MDCs). You should use a cellular phone to contact individuals only when land line telephones, radios, and MDCs are unavailable or impractical.
2. The use of department-issued cellular phones is restricted to City business only, except as otherwise authorized by this policy.
3. If you are responsible to monitor the police radio, you must give radio traffic priority over phone calls.
4. A cellular phone is a radio-type device. Take this fact into account when responding to a bomb threat or location of an explosive device. (Refer to General Order 308.30 for further guidance.)
5. Cellular phones should normally be turned off during any court appearance, hearing, training, or meeting. If the phone must remain on in any of these situations, or while you are on a call, any audible ringing should be turned off.
6. Cellular phone transmissions can be monitored. If a secure form of

communication is needed, you should use a land line telephone.

B. Cellular phone use while operating City vehicles

1. Due to the added hazard caused by distracting a driver's attention, you should avoid the use of cellular phones while driving City vehicles.
2. Should it become necessary to use a cellular phone while driving, you are reminded of your obligation to operate City vehicles in a careful and prudent manner, obeying all pertinent laws and City and department rules and policies.
3. If you anticipate making or receiving a cellular phone call while driving a City vehicle, you should pull over while using the phone whenever it is reasonable to do so.

C. Personal use of department-issued cellular phones

1. Due to the costs associated with cellular phone service, you may not make or receive personal calls with department-issued cellular phones except when the call is made for emergency or hardship situations directly related to your official duties (e.g., to notify a spouse or child care giver of an unanticipated schedule change.)
2. If a personal call incurs a long-distance charge, you must notify your supervisor prior to making the call or as soon as reasonable after the call. You must reimburse the City for the cost of that call.
3. Your cellular phone use will be monitored by your supervisor and you will be held accountable for any inappropriate calls or charges.

**12.13.3 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL**

A. Immediate Supervisor

Monitor the cellular phone billing statements of each employee under your supervision on a monthly basis.