

**Procedure
12.13**

**EFFECTIVE
DATE
5-10-19**

**Eugene
Police Department**



Department-Issued Cell Phones

12.13.1 PURPOSE AND SCOPE

Cell phones are provided to improve the ability of employees, to communicate internally and with the community, thus improving service quality, efficiency, and time utilization.

12.13.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL

A. Cell phone use generally

1. Cell phones should normally be turned off or set to silent during any court appearance, hearing, training, or meeting.
2. Cell phones should generally be kept in a protective case.
3. Employees should be aware that any use of department issued cell phones may create a public record.

B. Cell phone use while operating City vehicles

1. Cell phones should be used in accordance with *ORS 811.507 – Operating motor vehicle while using mobile electronic device.*
2. Due to the added hazard caused by distracting a driver's attention and the public perception of police employees using their phones while driving, employees should avoid the use of cell phones while driving.
3. Employees should pull over while using the phone whenever it is reasonable to do so.

C. Personal use of department-issued cell phones

As of the publish date on this policy, EPD cell phone plans include unlimited data and text messages, with a large pool of shared minutes. Occasional personal use while on or off duty is allowed. Examples of such uses include: phone calls, text messages, web browsing, and navigation, whether the use be for convenience or due to a technical problem with the employee's personal phone/service. This provision is not designed to allow employees to discontinue their personal phone service.

Chris Skinner
Chief of Police