

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

21.200

CELLULAR TELEPHONE POLICY

REVISED

EFFECTIVE 01/12/10

21.201 PURPOSE

The purpose of this policy is to provide law enforcements officers with guidelines for the proper use of cellular phones while engaged in Police department business.

21.202 POLICY

It is the policy of this law enforcement agency to use cellular telephones in the course of police operations to enhance departmental communication. Cellular phones may be used by officers to conduct official business when the use of radio communication or hard line telephones is inappropriate, unavailable, or inadequate to meet communication needs and when the cellular phone is used in accordance with this policy.

21.203 DEFINITIONS

A. Disruptive activity: Any time that cellular phone operations would be considered disruptive, such as in meetings, trainings sessions, court, or public places when their use would reasonably be deemed annoying and intrusive.

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

21.204 PROCEDURES

A. Department Owned Cellular Phones

1. Department owned cellular phones are authorized for official police business. City cellular telephones are to be used for City business pursuant to City Policy 3-80. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available.
2. Cellular phones may be used in off-duty capacities only for the conduct of police-related business or during departmentally managed off-duty law enforcement assignments.
3. Cellular telephones are an augmentation to the department's communication system, not a substitute for radio communication designated for transmission through the department's emergency communication center. Use of department cellular phones either in voice or data transmission while on duty should be restricted to essential communications and should be limited in length. Approved cellular telephone usage includes but is not limited to the following types of communications:
 - a. Conveyance of sensitive or restricted information.
 - b. Undercover operations.
 - c. Lengthy communication with supervisors or headquarters personnel.
 - d. Communication beyond normal radio range.
 - e. Incidents in which direct contact with an officer and the public is critical.
 - f. Incidents in which use of a hard line telephone would be appropriate but where one is not available.
4. Cellular phone numbers should not normally be provided to members of the public. Exceptions may be made when immediate future contact between an officer and a victim,

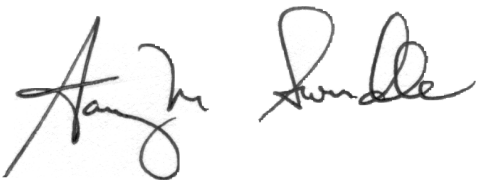
- witness, or other person may be critical.
5. Personnel may not provide the cellular phone number of any member of this agency to a member of the public without the cell phone user's authorization.
 6. Officers should not use the department owned phone for car-to-car communication when other means are available and appropriate.
 7. Police reports may not be taken using the cellular phone. The phone may be used to contact the victim or complainant and arrange a meeting time and place but not to expedite service.
 8. The use of a cellular telephone while operating a City vehicle must not interfere with the safe operation of the vehicle and not hamper or impede a response to a call for service. When possible, officers should pull off the highway in a safe location when using cellular phones unless hands-free operational devices are authorized and available.
 9. Any financial charges incurred by cellular phone use should be limited and clearly linked to the necessity to use cellular phones when other alternatives are not available or inappropriate. The employee is responsible for reimbursing the costs associated with using the department cellular phone for personal calls or texting.

B. Personal Cellular Phones

1. When making contact with any member of the public, department personnel are not permitted to conduct personal business on the department's or their personal cellular telephone.
2. Use of personal cellular phones either in voice or data transmission while on duty should be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversations unrelated to police business or similar use that interferes with the performance of duty is prohibited.
3. Use of personal cellular telephones is governed by the same safety restrictions as provided for departmentally owned cell phones.
4. Personal or departmentally issued cellular phones should not be used if they may be disruptive to others. Photo messaging capabilities are prohibited unless they can be clearly linked to the conduct of official police business.

- C. Photographs taken or other data transmissions sent or received using a cellular phone or other device when conducting department business may become evidence and the information is subject to the chain of custody procedures. Personnel shall make sure the photos or other information is saved or submitted as evidence either by printing or transmitting to the Police Department server. Unauthorized posting, display, or release of protected information obtained by utilizing a cellular phone or other device is prohibited and the employee is subject to disciplinary action as violation of the code of conduct.

Approved: 01/12/10

The image shows two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Angie'. The signature on the right is also in cursive and appears to be 'Sundt'.