

**CITY OF OCONOMOWOC POLICE DEPARTMENT  
POLICIES & PROCEDURES**

DATE: December 8, 2020

HISTORY: February 28, 2000

SUBJECT: Cell Phones

POLICY NUMBER: 99-033

**I. POLICY**

Cellular telephones have been installed in certain department vehicles. This equipment is intended to promote time and cost savings through increased efficiency. The primary applications will enable patrol and investigative personnel to remain in the field, provide mobile communications for tactical and crisis situations. This policy provides guidelines governing the use of the cellular telephones and also outlines basic operating procedures.

**II. PROCEDURES**

A. Mobile Vehicle Telephones

1. The cellular telephones are assigned to vehicles where their use is likely to be most needed.
2. The telephone numbers are maintained in the Communications Center. These numbers should generally not be released to non-department personnel.

**III. GUIDELINES**

A. This equipment is intended to be used for official purposes only. Costs associated with airtime are incurred every time a call is successfully transmitted OR received on a cellular telephone. While these costs should not inhibit legitimate use of the cellular telephone equipment, the user should be cognizant of these costs in restricting all communications to official business use only and keeping the communications as brief as possible. Personnel should be able to account for any calls in excess of five (5) minutes. Generally, calls should not be made to the cellular telephones except in case of an emergency or radio failure.

B. It is intended that the cellular telephones be used to:

1. Enable personnel to remain in the field
2. Exchange confidential or sensitive information with the Communications Center
3. Establish secure and mobile communications during tactical situations
4. Conduct follow up calls from the field
5. Confirm appointments prior to expending travel time
6. Make courtesy calls for members of the public requiring assistance due to their involvement in motor vehicle accidents, disabled vehicles and so on

C. Under normal circumstances the cellular telephones should not be used:

1. When the vehicle is in motion
2. For towing requests

3. For unauthorized personal calls
4. For calls in excess of five (5) minutes
5. Contrary to Department policy or procedure

#### **IV. PERSONAL CELLULAR PHONES**

- A. In accordance with the City of Oconomowoc Cellular Phone Policy, the use of a personal cell phone while on duty is prohibited.
  1. Officers who, due to personal reasons, believe they need to have temporary access to their personal cell phone, while on duty, shall submit a written request to the Chief of Police or his designee via the chain of command. The request shall include the following:
    - a. Identify why it is necessary to have access to a personal cell phone.
    - b. The length of time that it will be necessary to carry the cell phone.
  2. Upon approval, an officer may have a personal cell phone in their possession.
- B. Unless authorized by the Chief of Police or his designee, the carrying of any personal electronic equipment in a department vehicle is prohibited.
  1. This would include, but is not limited to:
    - a. Personal cell phones
    - b. Computers
    - c. Cassette or compact disk players
    - d. Electronic games

#### **V. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE**

This policy is effective immediately  
and will supersede any directives or understandings in conflict