



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: Cell Phones & Data Modems
 NUMBER: 3.4
 DATE: 04/15/2016
 NO. PAGES: 2

PURPOSE

The Crystal Police Department utilizes cell phones for its employees to better serve our citizens. The following policy establishes terms and expectations of use for those employees issued a city-owned cell phone and for those who connect to the city's email system from a personal device.

This policy works concurrently with the City of Crystal's Cell Phone Policy, which also governs the use of department owned cell phones.

POLICY & PROCEDURES

ELIGIBLE EMPLOYEES

Employee use of city-owned cell phones is a privilege and not guaranteed to every position. Each department head shall take into consideration increased safety and efficiency, the effect on customer service, and performance benefits for each employee requesting a phone prior to a phone being issued. Those positions which have been identified as eligible may be issued a city-owned cell phone for performing the duties of their job. The decision as to which employees are assigned cell phones shall be at the sole discretion of the employer.

Department-owned cell phones are intended for use in conducting city business and activities. Discretion should be used when making calls that are not urgent and could be made by other means. The use of city cell phones for the following is strictly prohibited at all times:

- For illegal activities;
- For profit or commercial activities;
- For any other public officer or employment which is incompatible with city employment; responsibilities, as determined by the city manager;
- For wagering, betting or selling of changes;
- For annoying or harassing other individuals;
- For fundraising, except for city approved activities;
- For political campaign activities; and
- For unethical activities.

City-owned cell phones may be used for personal use by employees as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. City employees who are assigned a take-home city-owned cell phone shall be accessible to respond to city emergencies 24 hours a day, 7 days a week. An excessive amount of personal calls may result in disciplinary action.

SMART PHONES

Employees with personally assigned department issued smartphones must have the device password protected, with a minimum password length of 4 characters. No city data or documents are to be stored on cloud-based or web-based sites or applications (Evernote, Google Docs, Dropbox, etc.).

APPLICATIONS

Employees with personally assigned smart phones should use caution when downloading applications (apps). The permissions of the application should be reviewed prior to installing it on a city-owned or personal device which connects to the city's network. Permissions should not exceed those that are legitimately necessary. Other "best practices" include downloading only from Google Play or iTunes, and reading the comments and reviews posted there before downloading.

SMART PHONES ASSIGNED TO SQUAD CARS

The department utilizes smart phones that will be assigned to each squad car. These phones will have pre-determined stings including a list of installed applications (apps), access restrictions, and email accounts. Employees are prohibited from adding, deleting, or changing any passwords, applications, access restrictions, or email accounts. Any requested changes to the smart phone must go through the support services technician.

Smart phones assigned to squad cars may be used to collect evidentiary photographs, video, and audio recordings. Evidentiary media shall be handled in accordance to procedures established by the support services technician. After the support services technician acknowledges receipt of the evidence, the media should be deleted from the smart phone to conserve data storage capacity on the device.

DATA DEVICES

Cellular modems placed in patrol vehicles and with specific personnel are subject to the same list of prohibited actions listed above. These devices are not to be paired with personally owned electronics and are strictly for use with department owned devices (MDC's, investigator laptops, department issued smartphones).