



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: Telephone Procedures

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WIRELESS COMMUNICATION DEVICES IN A MOTOR VEHICLE

Minnesota Statute 169.475 provides an exception for cell phone use in an authorized emergency vehicle while in the performance of official duties, but this exception does not absolve the operator of an emergency vehicle of the duty to drive with due care. Officers shall use discretion when manipulating a wireless communication device while driving. If time and circumstances allow, officers may pull over and stop in a safe location prior to using a wireless communication device.

The Crystal Police Department encourages employees to use wireless communications devices in hands free mode when feasible.

It is understood that in policing, there are times when a cell phone call must be made while driving. It is the purpose of this policy to discourage calls while driving when the call is not urgent or timely in nature.

CITY ISSUED CELL PHONES

Certain employees are issued city owned cell phones for business purposes. City cell phones may be used for personal reasons so long as it does not interfere with official duties. Employees should be cognizant that all data viewed, loaded, or communicated is subject to disclosure, subpoena, and data requests. Any loss or damage of the city cell phone shall be immediately reported to a supervisor and the IT staff. For additional information, restrictions, and standards related to city cell phones, please reference the City of Crystal IT policy.

PROTECTED DATA

Employees shall not disclose the home telephone number or address of other employees to any but authorized or other competent authority. Data accessed via the city issued cell phone is subject to discovery and is the property of the Crystal Police Department.

Officers collecting evidence with the city cell phone shall ensure that an evidence entry is made and all data is uploaded to the appropriate evidence retention location. Once the data is retained appropriately, it shall be cleared from the cell phone.