

# WEST PALM BEACH POLICE DEPARTMENT

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## II-15 CELLULAR TELEPHONE POLICY

**EFFECTIVE: 01/01/2005**

CALEA Standards: N/A

CFA Standards: N/A

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**I. POLICY:** A cellular telephone can be a tremendous time saving device when conducting operations or activities while in the field. When using any cellular telephone while on duty or engaged in any police related business, officers are required to conduct themselves in a professional manner. This procedure regulates the use of cellular telephones, both personal and Department owned.

### **II. USE AND CONTROL OF DEPARTMENT ISSUED CELLULAR TELEPHONES:**

A. The Chief of Police will be the final authority in the authorization and use of Department owned cellular phones and associated billing records.

B. Each Bureau Commander will be accountable for assignment and use of Department owned cellular telephones by members within his or her Bureau.

1. Any Department member assigned a Department owned cellular phone is responsible for the use, care and control of the cellular telephone.

2. A Department owned cellular telephone assigned to a member will not be transferred or loaned to another member without written authorization from the appropriate Bureau Commander or a designee.

a. A cellular telephone may be shared at the scene of an incident among Department members for police purposes.

3. In the event of multiple users of a single Department owned cellular telephone, a sign in/out log will be employed to account for custody and use at all times.

4. Any use of a Department owned cellular telephone should be relevant to Department or City business. If it becomes necessary to use a Department issued cellular telephone for a personal call, the member will be responsible for reimbursing the Department for the cost of the call.

C. The appropriate Bureau Commander or a designee will review all Department owned cellular telephone bills to determine if the use conforms to this directive.

1. Each Bureau Commander or a designee will maintain all related files regarding Department owned cellular phones.

D. The Staff Inspections Officer will conduct inspections of Department owned cellular telephone records at the direction of the Chief of Police to ensure that members preserve the Department's integrity when using cellular telephones.

E. Department owned cellular telephones will be used in conjunction with work assignment and any abuse of such use will be handled by the member's appropriate supervisor.

### **III. PERSONALLY OWNED CELLULAR TELEPHONES:**

A. Department members may carry personally owned telephones. However, the presence of the telephone must not impair the officer's job performance.

**IV. REFERENCE:**

- SOP # II-14 Communications Systems Protocol.
- General Administration Policy 1-44 Cellular Telephone and Pager Policy, City of West Palm Beach.

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**Delsa R. Bush, Chief of Police**

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I.D. # 1491

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Old SOP # 5.050.010  
Revision Dates: 03/21/97, 07/01/98, 12/15/98, 12/15/1999, 01/01/2005

Job Title Task Files: Bureau Commanders, Staff Inspections Officer