 YALE UNIVERSITY POLICE DEPARTMENT STANDARD OPERATING PROCEDURE <i>Serving with Integrity, Trust, Commitment and Courage</i> <i>Since 1894</i>	ORDER TYPE: NEED TO REFER	
	630 USE OF CELLULAR TELEPHONES	
	EFFECTIVE DATE: 15 JUN 2003	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this Standard Operating Procedure is to set guidelines for the use of cellular phones in the workplace.

DEPARTMENT ISSUED PHONES

The Chief of Police may approve the issuance of cell phones for the business use of selected Department employees under the following conditions:

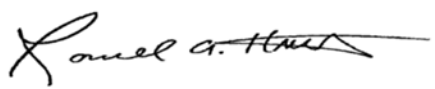
- The Department is responsible for business related charges and fees.
- Each cell phone is assigned to a specific individual who is responsible for the appropriate use of the phone.
- Phone use should conform to the parameters of the calling plan.
- Individual users are responsible to monitor the use of their assigned telephones to insure that unnecessary charges are not incurred.
- **Personal calls will be kept to an absolute minimum.** If charges are incurred through telephone use for personal reasons, the cost may be recovered from the assigned user.
- Commanders are responsible to monitor the use of telephones assigned to members of their command.
- The Chief of Police or his designee will periodically audit telephone use to determine the most efficient and effective use of the devices and recommend necessary changes.

PERSONALLY OWNED PHONES:

Employees may carry a personally owned cellular telephones or other communications devices while on duty subject to the following restrictions:

- The telephone cannot be used in lieu of a radio, landline or other conventional means of communication to contact other police officers, the dispatcher, complainants or witnesses except under exigent circumstances.
- On duty use of personal communication devices should be brief and should not unnecessarily divert police personnel from their primary obligations.
- Department personnel should not use personally owned cellular phones or communications devices for official business except in unusual circumstances.
- The Department will not assume responsibility for damage to or loss of personally owned communications devices or charges incurred through their on duty use.
- **Supervisors** are responsible to monitor the use of personal communication devices by those under their command and take appropriate action.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE