

Germantown Police Department

Policies and Procedures

Number: 11-10
Effective Date: July 13, 2004
Subject: Cellular Telephone Usage
Previous Revisions: January 1, 2003

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of department issued and personal cellular telephones.

II. POLICY

The City of Germantown expects its employees to devote their full time and attention to their jobs during working time. Use of personal communication devices (i.e., cell phones, beepers and pagers) during working time distracts employees from their duties and leads to errors, delays, injuries and inefficiencies.

III. PROCEDURE

Employees may not use their personal communication devices during working time. Personal communication devices should be turned off and stored in cars, lockers or desks during working time. Employees may make and receive calls on their personal cell phones only during breaks and at lunch. Employees in the field should use their two-way radios or City-issued cell phones, not personal cell phones, to stay in touch with the office.

IV. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.