

**University of Chicago Police Department  
GENERAL ORDER**

		<b>Effective Date:</b> July 1, 2014	<b>Number:</b> <b>GO 702</b>
<b>Subject:</b> <b>Personal Communication Devices</b>			
<b>References:</b> Illinois Compiled Statutes 625 ILCS 5/12-610.2			
<b>Reevaluation Date:</b> Annually			<b>No. Pages:</b> 3
<b>Amends:</b> 16 AUG 2012 Version (O.P.D.) June 8, 2010		<b>Rescinds:</b>	
<b>Approved By:</b> Marlon C. Lynch, Associate Vice President & Chief of Police		<b>Signature:</b> Signed original on file in Accreditation Office	

### **702.1 PURPOSE**

The purpose of this policy is to provide Department personnel with guidelines for use of Department issued mobile phones and personal communication devices, and the on-duty use of such devices individually owned by personnel.

Because of technical advances and varying manufacturer nomenclature, this policy will generically refer to all personal communication devices (PCDs) as such, but is intended to include all mobile phones, PDAs, and other such wireless two way communication and/or portable internet access devices.

### **702.2 PRIVACY POLICY**

Any employee utilizing any computer, internet service, phone service or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored through the use of such service.

### **702.3 DEPARTMENT ISSUED PCD**

Depending on an employee's assignment and needs of the position, the Department may, at its discretion, issue a personal communication device (PCD). Such devices shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without reason. The following conditions apply to Departmentally issued PCDs:

- A. PCDs are authorized for official police business. They are also authorized for personal usage for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available.
- B. PCDs are an augmentation to the Department's communication system and not a substitute for radio communication on the Department's Emergency Communication Center radio system. Approved PCD usage includes but is not limited to the following types of communications:
  - 1. Conveyance of sensitive or restricted information;
  - 2. Lengthy communication with supervisors or personnel;
  - 3. Communication beyond normal radio range;
  - 4. Incidents in which direct contact with an officer and the public is critical;
  - 5. Incidents in which the use of a hard line telephone would be appropriate, but is not available;
  - 6. Critical Incidents that include but are not limited to hostage situations, barricaded suspect situation, and catastrophic disasters;
  - 7. Emergency contact with outside agency or outside agency field unit equipped with PCDs; and
  - 8. Personal usage within the limitations set forth in this order.
- C. Personnel shall not provide the PCD number of any Department employee to a member of the public without the PCD user's authorization.
- D. Personnel shall not use the Department issued PCD for car-to-car communication when other means are available and appropriate.
- E. Any extraneous charges incurred by the PCD user should be limited and clearly linked to the necessity to use the PCD when other alternatives are not available or appropriate.
  - 1. Monthly audits of Department issued cell phone usage shall be conducted. Should a user consistently exceed their allotted minutes, he/she may be requested to provide, in writing, the reason why they are exceeding their limit. In addition, if coverage charges are excessive, he/she may be asked to reimburse the Department for those charges.
- F. Text messaging shall not be utilized in any fashion, except for the receipt of cAlert messages. If additional texting charges are discovered during the monthly

audit, the user will be requested to provide a legitimate business reason for utilizing text vs. a phone call or email. (Exceptions: Chief of Police, Assistant Chief of Police, Deputy Chiefs, Commanders, and Captains).

- G. Personnel may use their Department issued PCDs for personal calls. However, personal calls made from Department issued PCDs must not adversely affect the performance of an employee's official duties or the organization's work performance. Personal calls must be of reasonable duration and frequency. Personnel are expected to exercise prudence and good judgment at all times.
- H. Department PCDs will be issued to or recalled or reassigned at the discretion of the Chief of Police, or his designee.

#### **702.4 INDIVIDUALLY OWNED PCD**

Employees may carry their own individually owned (and maintained) PCD while on duty subject to the following:

Use of individually owned PCDs, either in voice or data transmission while on duty, shall be restricted to essential communications as outlined in 702.2 or shall be limited in duration. Engagement in multiple or extended conversations unrelated to police business or similar use that interferes with the performance of duty is prohibited.

#### **702.5 USE OF PCDs WHILE DRIVING**

The use of a PCD while driving can cause unnecessary distractions and presents a negative image to the public. Personnel shall not operate patrol vehicles while using PCDs unless emergency circumstances exist and other means of communication are not available or suitable. When possible, personnel shall pull off the roadway in a safe location when utilizing PCDs. Except in the case of an emergency, personnel who are operating non-emergency vehicles shall not use cellular phones or other personal communication devices while driving unless the PCD is specifically designed and configured to allow hands-free use. However, all on-duty personnel, regardless of vehicle, are prohibited from wearing or utilizing Bluetooth style earpiece devices as they may impede an individual's ability to monitor emergency radio communications. A violation of this policy may also be a violation of 625 ILCS 5/12-610.2 prohibiting non-emergency PCD use while driving.