



KANSAS CITY MISSOURI POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

12-31-15

EFFECTIVE DATE

12-31-15

NO.

15-11

SUBJECT

Cellular Telephones

AMENDS

REFERENCE

Memorandum of Agreements (MOA) between the Board of Police Commissioners (Board) and the Fraternal Order of Police (FOP) Lodges No. 99 & 102

RESCINDS

Procedural Instruction 10-7

I. INTRODUCTION

This written directive will provide policies and guidelines for department cellular telephones.

II. PROCEDURES

- A. Department issued cellular telephones/smartphones (referred to as cell phones throughout the document) are intended for official police department business only.
- *B. Bargaining unit employees of KCPD Commanders Lodge Number 102 will be allowed to utilize their department-issued phones for personal business as long as such usage does not cause the Board of Police Commissioners to incur additional costs, and provided they follow this department policy governing their use and care.
- C. All cell phone records are subject to public disclosure in accordance with the Missouri Sunshine Law.
- D. Department members should avoid using a cell phone while driving unless exigent circumstances exist.
- E. Cell phones will not be used to call directory assistance except when exigent circumstances dictate otherwise. The member must be able to justify the expense.
- F. All members, who are below the rank of commander/manager, who have been reassigned or transferred will turn in their issued cell phones to their supervisor.
- G. Requests for issuance of a department cell phone shall be made in writing and submitted through the chain of command for approval.
- H. Commanders responsible for elements with issued cell phones will develop an element-specific policy as to the appropriate procedures for the securing and storage of cell phones when not in use. This element-specific policy shall provide adequate safeguards to minimize the possibility that cell phone equipment is lost, misplaced, misused or stolen.

- I. Department members issued cell phones will:
 - 1. Ensure proper use, care and maintenance of the cell phone.
 - 2. Notify the Purchasing Section of any change in assignment so their rate plan can be re-evaluated and billing records updated.
 - 3. Notify the System Services Section when they are transferred so that inventory information can be updated.
 - *4. Be responsible for the issued equipment; therefore, it is recommended that members provide cases for protection for the cell phones.

- *J. Department members using shared cell phones issued to a vehicle will:
 - *1. Ensure the cell phone is accounted for at the beginning and end of their tour of duty by indicating it on the Daily Activity Sheet.
 - 2. Check for voice mail messages on a daily basis to ensure that any outstanding messages are returned in a timely manner.
 - 3. Ensure that a generic voice mail greeting and ring tone is developed and used for each assigned cell phone.

- K. Damaged or missing cell phone equipment will immediately be reported to a supervisor/commander and to the System Services Section.
 - 1. The supervisor/commander will ensure that all appropriate reports are completed.
 - 2. The System Services Section will ensure that the missing or damaged cell phone is taken out of service as soon as possible.

- L. Requests for the replacement of lost, stolen, damaged or otherwise inoperable cell phones will be submitted through the chain of command for approval by the member's bureau commander.

- M. If the cell phone requires replacement immediately, the supervisor will contact the System Services Section for a new device. The supervisor will ensure the request is then forwarded through the chain of command with the justification as to why there was a need for the immediate replacement of the device.

- N. Monitoring of Usage
 - 1. The Purchasing Section shall be responsible for reviewing all monthly cell phone invoices, including the detailed billing records, for accuracy and to ensure each cell phone is billed on the correct service plan.

2. The Purchasing Section shall prescreen monthly billing records for any cell phones with questionable charges and forward the detailed billing records for these telephones to the appropriate division commander for review.

O. Annual Assignment Review

1. The Purchasing Section will provide each bureau commander with a list of cell phones assigned to their bureau, by March 31st of each year.
2. Bureau commanders will review the list of assigned cell phones to ensure the correct assignment for each telephone is listed and that there is a continued need for cell phone.
3. Bureau commanders will forward to the Chief of Police written justification for the continued assignment of each cell phone within their bureau, by May 1st of each year.
4. Following approval by the Chief of Police, the justification document will be forwarded to the Purchasing Section for file. A copy will be returned to the submitting bureau commander for information. A copy will also be forwarded to the System Services Section for inventory information.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 2015.

Michael Rader
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index – Internet
Department Master Index – Intranet
Policy Acknowledgement SyStem (PASS)