

## Department Issued Phones

### 702.1 POLICY

The Vancouver Police Department (VPD) may issue a cellular phone to staff when access to such technology will improve the efficiency and service to the community. Information or data housed in a Department-issued cellular phone is the property of VPD and may be subject to public disclosure under the Public Records Act. This policy shall be followed in conjunction with the City of Vancouver's Electronic Communication Equipment and Services Policy.

### 702.2 PURPOSE AND SCOPE

1. Cellular telephones should be used for VPD work related business.
2. Personal calls are discouraged. Such calls should be infrequent and limited.
3. Non-international personal calls do not require reimbursement to the City of Vancouver.
4. International or 'pay-per-call' (i.e: 900 prefix) personal calls are not permitted:
  - (a) In the event an international personal call is made, the full cost of the call must be reimbursed to the City of Vancouver by the next billing cycle.
5. Personal use to access data or websites is allowed if:
  - (a) There is little or no cost to the City.
  - (b) The use does not interfere with the employee's performance of duties or productivity.
  - (c) Does not disrupt or distract from the conduct of the City business.
  - (d) Complies with all other VPD and City of Vancouver policies.
6. VPD prohibits the personal use of cellular phones in the workplace to include, but not limited to creating, distributing, downloading or viewing any material that is in violation of law or VPD/City of Vancouver policy.
7. The VPD Logistics Unit is responsible for the issuance, acquisition, maintenance and repair of all VPD issued telephones.

### 702.3 PROCEDURES

Employees are responsible for the proper care of the cellular phone and accessories to include but not limited to:

1. Report lost, stolen or damaged cellular telephones to their immediate supervisor;
2. Contacting VPD Logistics for required repairs and/or accessories.

# Vancouver Police Department

Vancouver PD Policy Manual

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### **702.4 EMPLOYEE RESPONSIBILITIES**

Upon issuance of a Departmental cell phone or office phone, employees will set up and activate the voice mail and review and respond to any text or voice messages left for their attention in a timely manner.