



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: OCTOBER 6, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 4	NUMBER: 4.06.12
SUBJECT: DISTRICT CELLULAR PHONES			
CHIEF: <i>Calvin D. Williams, Chief</i>			

PURPOSE: To establish guidelines for use, management, storage, and documentation of district cellular (cell) phones.

POLICY: **It is the policy of the Cleveland Division of Police** that district cell phones be used for law enforcement purposes only. **The private and/or personal use of district cell phones is strictly prohibited.** Members shall be aware that they have NO expectation of privacy in anything created, stored, sent, received or viewed on district cell phones. The City of Cleveland may examine the usage and transmission of all messages and data on Division issued cell phones for violations of this policy.

PROCEDURES:

- I. General Guidelines
 - A. Officers, including supervisors, assigned to the following units/sections shall sign out a district cell phone (one cell phone per vehicle) when utilizing a Division vehicle (marked or unmarked) during their tour of duty:
 - 1. Patrol Section.
 - 2. Community Services Unit (CSU).
 - 3. District Traffic Unit.
 - 4. Downtown Services Unit (DSU).
 - 5. Community Engagement Officers (CEO).
 - B. District cell phones shall be stored and charged in the district at the approved docking station while not issued to an officer.
 - C. The cell phone number shall be clearly labeled on the exterior of the district cell phone.
- II. Officer Responsibilities
 - A. Officers utilizing a district cell phone shall:
 - 1. Sign out a district cell phone from the Officer-in-Charge (OIC) at the start of their tour of duty.
 - 2. Inspect the district cell phone at the beginning of their tour of duty to ensure the cell phone is charged and that there is no visible or obvious signs of damage.

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3. Maintain the district cell phone in the “on” position during their entire tour of duty.
4. Add the district cell phone in their Duty Report and/or Mobile Computer Aided Dispatch (MCAD) entry by logging the cell phone information in the “Equipment” field by entering “CP” followed by the district cell phone number “5551234” (e.g., CP5551234).
5. Be responsible for the proper care and safekeeping of district cell phones issued to them.
 - a. If a district cell phone is damaged, lost, or stolen, immediately notify a supervisor and complete an incident report and Form-1.
 - i. The incident report and Form-1 shall be emailed to the Division of Information Technology Services (ITS) Help Desk at help.safety@clevelandohio.gov.
 - ii. Supervisors shall complete a supervisory investigation (including involved officers’ Form-1s and incident reports) into the damaged, lost, or stolen district cell phone and forward it through the chain of command.
 - b. If a district cell phone is malfunctioning, the discovering officer shall send an email to the Division of Information Technology Services (ITS) Help Desk at help.safety@clevelandohio.gov; the email shall include the district cell phone number and the issue with the phone.
6. Return district cell phones to the OIC at the end of the officer’s tour of duty.

B. Authorized Use.

1. Officers shall use district cell phones for **all** law enforcement related phone calls including but not limited to:
 - a. Phone calls pertinent to assignments and duties.
 - b. Adding to and checking the hospital list.
 - c. Contacting social service agencies.
 - d. Phone calls to other officers or supervisors for law enforcement purposes.
 - e. Phone calls made on behalf of others (e.g., victims, suspects, etc.).
2. Officers may use district cell phones for law enforcement purposes to include the following:

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- a. Accessing City email at <https://mail.clevelandohio.gov>.
- b. Utilizing websites that can assist in law enforcement activity.
- c. Downloading and utilizing Division approved applications that are available to download from the app store.
- d. Tagging Wearable Camera System (WCS) videos.
- e. Evidence collection after obtaining permission from a supervisor (e.g., photos, audio, etc.).
 - i. Photos shall be taken using the Evidence.com application.
 - ii. These photos shall be tagged in Evidence.com and referred to in the narrative of the incident report.
- f. Navigation.

C. Prohibited Use.

1. **The private and/or personal use of district cell phones is strictly prohibited.**
2. Officers shall not use district cell phones for the following:
 - a. Personal use (i.e., personal calls, emails, web browsing, social media, etc.).
 - b. Any use that is prohibited by law (i.e., full time and attention required, texting while driving, etc.).
 - c. Any activity which could adversely affect the reputation of the Cleveland Division of Police.

III. Officer-in-Charge Responsibilities

- A. OICs shall inventory district cell phones at the start of their tour to ensure that all district cell phones are accounted for.
- B. The OIC shall:
 1. Ensure the issued district cell phone number is added to the District Assignment Line-Up Sheet (Attachment A or B) and submitted to the Communications Control Section.
 2. Ensure district cell phones are properly docked and charging, when returned.

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IV. Audits

- A. The Department of Finance, Division of Information Technology Services (ITS) will select and audit a subset of district cell phones monthly.
- B. The District Commander or their designee will be responsible for reviewing usage and/or calls specified by ITS.
- C. If any prohibited use is identified, the District Commander or their designee shall initiate a District Bureau Investigation (DBI).

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.