



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



410.09

USE OF COMMUNICATION EQUIPMENT

02-10-17

PURPOSE

The purpose of this order is to establish procedures for the efficient management and use of Department communication equipment.

POLICY

It shall be the policy of the Sacramento Police Department that all Department communication equipment be used in an effective and fiscally responsible manner.

PROCEDURE

A. DEFINITIONS

COMMUNICATION EQUIPMENT - Includes, but is not limited to: telephones, cellular telephones, smart phones, pagers, voice mail systems, facsimile machines, computers, software, modems, hand-held computing and tracking devices, servers, and network systems.

B. GENERAL

1. Department communication equipment is intended for official business.
2. Department communication equipment may also be used for incidental personal use, as long as such use does not result in any monetary expenditure to the City.
NOTE: Any charges incurred from using Department communication devices for personal use shall not be paid by the City.
3. Use of Department/non-Department communications equipment while the employee is on duty shall not involve the expenditure of a significant amount of time by the user away from his or her job duties.
4. Users are responsible for the acceptable use and security of communication equipment designated for their use, even if another group, division, or agency has been subcontracted to provide the support for these resources.
5. This order is intended to supplement the City of Sacramento Administrative Guidelines AG-5401 Guidelines for Internet Access.
6. Department personnel/volunteers shall review AG-5401 and complete and submit the City of Sacramento "User Acknowledgement Form" upon completion of the review.
7. Inappropriate Usage:
 - a. Department communication equipment is the property of the City and may be monitored for abuse or inappropriate use. There is no reasonable expectation of privacy in Department communications equipment.
 - b. Department communication equipment shall not be used for or contain any material that may be reasonably considered offensive, disruptive, harassing, defamatory, or threatening towards the City, any user, or any third party.
 - c. Users are prohibited from engaging in any internal or external communications using Department communication equipment that is discriminatory in nature and/or refers to violence, racism, sexism, drugs, illegal conduct, pornography, gambling, or betting. Nothing in this section shall be construed to preclude any use that is objectively reasonably necessary for the performance of one's job duties.
8. Department computers shall be used pursuant to General Order 320.03 (Computer Data Security Systems).

C. MOBILE PHONE USE

1. Activation/deactivation of cellular telephones and changes in cellular telephone numbers shall be coordinated with the employee's Office Chief or their designee, Public Safety IT Section, and the Office of Operations.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



2. Department cellular telephones shall:
 - a. Be allocated to each office according to needs identified by each office chief and approved by the Chief of Police.
 - b. Be used only as necessary to efficiently and effectively meet requirements of critical incidents, unusual circumstances, and the responsibilities of the user.
 - c. Be used pursuant to General Order 420.01 (Use of Police Vehicles).
3. For guidelines regarding Sergeants' technology allowance, refer to G.O. 410.04 (Sergeants' Technology Allowance).

D. VOICEMAIL AND DEPARTMENTAL E-MAIL

1. City e-mail accounts shall be used to deliver communications (e.g. safety issues, current court dates, subpoenas, changes in assignments, personal messages, etc.) to employees.
2. Employees shall access these communications systems each shift, take note of Department information, and delete messages as necessary.
3. Employees shall not allow messages to accumulate in their voice mailbox or e-mail account except during the employee's day(s) off, holidays, vacations, parental leave, etc. Employees shall routinely purge non-essential messages from their accounts.
4. Employees shall archive essential communications.
5. Employees shall only use City email accounts to conduct City business.
6. Division commanders/managers, or their designee, may audit the voicemail and e-mail accounts of their employees to ensure messages are being checked and deleted as necessary.
7. Employees shall not send mass e-mail messages for the purpose of selling or soliciting non-Department related merchandise or services.
8. To add an employee to the e-mail system, the employee's supervisor shall contact the Police Personnel section. When the Personnel Order is published, Public Safety IT (PSIT) will create a User Identification (ID) for the new employee and create the email account.
9. A personnel order shall be published upon separation or re-assignment of an employee. PSIT shall revoke/modify the employee's access to Department communication equipment, the Department e-mail system, and Department facilities, as necessary.

E. ACCOUNTABILITY

1. The Fiscal Section shall send a quarterly report to each Office Chief to assess Department issued cellular phone records, cellular air cards, and charges.
2. The Office Chief or their designee shall:
 - a. Establish a system to ensure that the communication equipment was used for official business and that Department personnel used the equipment acceptably.
 - b. Review the quarterly reports and ensure that they account for all Department communication equipment and accurately reflect where the Department communication equipment is assigned.
 - c. Investigate unusual usage and take appropriate disciplinary action, if necessary.
3. Failure to use communication equipment in a professional and fiscally prudent manner may be cause for disciplinary action.