

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "CELLULAR PHONES"	ORDER NUMBER: 33-04
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ISSUE DATE: 8/9/2016	EFFECTIVE DATE: 7/01/2014	ANNUAL REVIEW DATE: JULY	RESCINDS: ALL PREVIOUS
		AMENDS:	

1.0 PURPOSE

1.1 The purpose of this policy is to provide officers with guidelines for the proper use of PBP issued and personally owned cellular phones.

2.0 POLICY

2.1 It is the policy of the Pittsburgh Bureau of Police that the use of cellular phones is approved in the course of police operations to enhance departmental communication. Cellular phones may be used by officers to conduct official business when the use of radio communication or land-line phones is inappropriate, unavailable, or inadequate to meet communication needs and when the cellular phone is used in accordance with this policy.

3.0 DEFINITIONS

3.1 **Disruptive activity:** Any time that cellular phone operations would be considered disruptive, such as in meetings, training sessions, court, or public places when their use would reasonably be deemed inappropriate and intrusive.

3.2 **Distraction:** Any time the use of a cellular phone would unnecessarily or unreasonably divert the attention of an officer from official duties and/or cause a potentially hazardous situation.

3.3 **Cellular phone:** Any interactive wireless communication device that can be used to send and receive messages via voice, text, or internet data/electronic mail. Where applicable, this policy applies to both City-owned and personally owned cellular phones.

4.0 PROCEDURES – CITY OF PITTSBURGH OWNED OR PERSONALLY OWNED CELLULAR PHONES

4.1 PBP issued cellular phones are authorized on-duty for official police business or may be used in off-duty capacities for the conduct of police-related business. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available. Reimbursement to the City of Pittsburgh for calls made will be made in accordance with MPO #33-4 "City Issued Cellular Phone Use Policy."

4.2 Any financial charges incurred while using a PBP issued cellular phone shall be limited and linked to the necessity to use cellular phones when other alternatives are not available or inappropriate.

4.3 Random and periodic audits of PBP issued cellular phones may be made at the discretion of the Bureau of Police.

4.4 PBP issued cellular phones should not be used for car-to-car communication when other means are available and appropriate.

4.5 Cellular phones are an augmentation to the Bureau's communication system, not a substitute for radio communication designated for transmission through the department's Emergency Operation Center (EOC). Approved cellular telephone usage includes but is not limited to the following types of communications:

- Conveyance of sensitive or restricted information
- Undercover operations
- Lengthy communication with supervisors or headquarters personnel
- Communication beyond normal radio range

- Incidents in which direct contact with an officer and the public is critical
 - Incidents in which use of a land-line telephone would be appropriate but where one is not available.
- 4.6 PBP vehicles should not be operated while using cellular phones unless emergency circumstances exist and other means of communication are not available or suitable. When possible, members should pull off the highway in a safe location when using cellular phones unless hands-free operational devices are authorized and available.
- 4.7 Use of personal cellular phones either in voice or data transmission while on duty should be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversations unrelated to police business or similar use that interferes with the performance of duty is prohibited.
- 4.8 In accordance with the Pennsylvania Vehicle Code, Title 75 § 3316(a), cellular phones may not be used to read, write or send text messages, instant messages, electronic mail or other written communication composed or received on the cellular phones while driving a motor vehicle.
- 4.9 Use of personal cellular phones is governed by the same safety restrictions as provided by PBP issued cellular phones.
- 4.10 Personal or PBP issued cellular phones should not be used if they may be disruptive to others. Photo messaging capabilities are prohibited unless they can be clearly linked to the conduct of official police business.
- 4.11 Cellular phone numbers should not normally be provided to members of the public. Exceptions may be made when immediate future contact between an officer and a victim, witness, or other person may be critical.
- 4.12 Personnel may not provide the cellular phone number of any member of the Bureau of Police to a member of the public without the cell phone user's authorization.

5.0 PROCEDURES – CITY ISSUED CELLULAR PHONES AND LETHALITY ASSESSMENT

- 5.1 All Pittsburgh Bureau of Police Zones will be issued a PBP owned cellular telephone and shall comply with *General Order # 40.12.2 - "MARYLAND LETHALITY ASSESSMENT"*, specifically Section 11 which pertains to the use of City issued cellular phones.
- 5.2 All telephone calls to the Women's Center and Shelter of Greater Pittsburgh, required as dictated by *General Order # 40.12.2 - "MARYLAND LETHALITY ASSESSMENT"*, shall only be made from a PBP owned telephone, either landline or cellular. Officers shall not use the victim's landline or cellular telephone; nor shall the officer use his/her own personal cellular telephone.
- 5.3 In the event that the Domestic Violence Lethality Screen indicates that the victim is in a high danger situation (i.e. he/she "screens in"), then an officer will provide the victim with a City issued cellular phone.
- 5.4 Officers also have the option of taking the victim to a duty location to use a landline telephone owned and operated by the City of Pittsburgh.

6.0 PROCEDURES – CELLULAR PHONE USAGE FOR INTERNATIONAL TRAVEL

- 6.1 The City's Department of Innovation and Performance will provide options for the use of City-issued cellular phones when an officer is required to travel internationally.
- 6.2 When an officer is required to travel internationally in the performance of his/her assigned duties, and that travel also requires that the officer maintain voice and email connectivity, he/she will be required to arrange for international mobile usage through the Office of Innovation and Performance. The Department of Innovation and Performance will provide this access in accordance with the City's International Mobile Usage plan to ensure that it is cost effective and integrated for optimal and secure usage when outside of the United States.
- 6.3 Upon approval of international travel, the officer will receive approval from the Chief of Police, or his/her designee, for international mobile usage. The Chief of Police will then notify the Department of Innovation and Performance

by email at least 14 days prior to the approved travel.

- 6.4 The Department of Innovation and Performance will then return the *International Mobile Usage Terms* and *International Mobile Usage Options* forms to the Chief's office within 72 hours of the first request. Once the appropriate mobile usage plan is chosen, the officer will complete the *International Mobile Usage Terms* form and return it to the Department of Innovation and Performance. A representative from that department will then contact the officer to facilitate the setup and activation of the international service.
- 6.5 The officer will connect to available WiFi whenever it is available and practical for secure usage to minimize the cost of international data usage as much as possible.
- 6.6 If the City-owned cellular phone is lost or stolen, the officer will notify the Department of Innovation and Performance immediately so that the device can be remotely erased and the data plan cancelled, if necessary. In the event that remote erasure of the device is required, the officer acknowledges that all data stored on the device, including any personal data, will be erased and destroyed.
- 6.7 While travelling internationally, the officer will ensure that he/she only uses the City-owned cellular phone in accordance with the International Mobile Usage plan that was selected by the Chief of Police for use during the travel. Any usage that is not in accordance with the selected plan may subject the Bureau of Police to higher charges than were approved for the travel.
- 6.8 At the conclusion of the international travel, the Department of Innovation and Performance will review the charges incurred by the international mobile device usage, and will invoice the Bureau of Police accordingly.

Approved By:



Cameron McLay
Chief of Police