



City of Racine Police Department
Policy and Procedure

Number: 1507

Subject: Use of Department Phone Service		
Date Issued: 11-13-92	Effective Date: 01-12-12	Revision Number: 4

POLICY:

It is the policy of the Department to monitor phone services and the cost associated with those services. All employee's of the Racine Police Department using Department provided phone services, both fixed and mobile, must do so in an efficient and cost effective manner.

PROCEDURE:

The following guidelines will be followed concerning the use of both fixed and mobile Department telephone systems:

MEMBER:

1. Department telephones may be utilized for personal business with the approval of the Chief of Police.
 - a. Brief personal phone calls (while on duty) may be made when necessary.
 - b. Phone calls between squads, using Department-owned cellular phones, should be kept to a minimum, since the availability of MDCs for messaging is more practical and cost effective.
 - c. The use of cellular phones should not take the place of normal squad radio transmissions recorded by Communications.

SUPPORT SERVICES MANAGER:

1. Receive and review all telephone bill statements for errors, and ensure the efficiency of the Department's chosen calling/data plans.
2. After reviewing the cellular phone bill statements for errors, forward the billing portion of the statement for payment.
3. Provide Shift/Unit commanders with copies of the phone statements showing potential misuse for further review or investigation.

SHIFT/UNIT COMMANDER:

1. Investigate potential misuse of Department phone service and initiate appropriate disciplinary action if necessary.

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