	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PROCEDURAL INSTRUCTION</b>	6/8/2022	6/8/2022	22-04
SUBJECT			AMENDS	
Cellular Telephones				
REFERENCE		RESCINDS		
DM: Collective Bargaining Agreements (CBA) between the Board of Police Commissioners (BOPC) and the Fraternal Order of Police (FOP) Lodges No. 99 & 102		Procedural Instruction 15-11		

## I. INTRODUCTION

This written directive will provide policies and guidelines for Department cellular telephones.

## II. PROCEDURES

- A. Department issued cellular telephones/smartphones (referred to as cell phones throughout the document) are intended for official Department business only.
- B. Bargaining unit employees of KCPD Commanders Lodge Number 102 will be allowed to utilize their Department-issued phones for personal business.
- C. All members utilizing Department-issued phones will not cause the Board of Police Commissioners to incur additional costs, and provided they follow this Department policy governing their use and care unless exigent circumstances exist.
- D. All cell phone records are subject to public disclosure in accordance with the Missouri Sunshine Law.
- \*E. Department members should avoid using a cell phone while driving unless using hands free or exigent circumstances exist.
- F. All members, who are below the rank of commander/manager, who have been reassigned or transferred will turn in their issued cell phones to their supervisor.
- \*G. Requests for issuance of a Department cell phone will be made in writing and submitted through the chain of command for approval. The approved memorandum may then be sent to the Fiscal Division that will purchase the cell phone if funding is available.
- H. Commanders responsible for elements with issued cell phones will develop an element-specific policy as to the appropriate procedures for the securing and storage of cell phones when not in use. This element-specific policy will provide adequate safeguards to minimize the possibility that cell phone equipment is lost, misplaced, misused or stolen.

- I. Department members who are using a cell phone issued to them or a cell phone in a vehicle will:
  - a. Ensure proper use, care and maintenance of the cell phone.
  - b. Notify the Purchasing Section of any change in assignment so their rate plan can be re-evaluated and billing records updated.
  - c. Notify the Network Services Section when they are transferred so that inventory information can be updated.
  - d. Be responsible for the issued equipment; therefore, it is recommended that members provide cases for protection for the cell phones.
  - \*e. Ensure the cell phone is accounted for at the beginning and end of their tour of duty by indicating it on the electronic activity log.
  - f. Check for voice mail messages on a daily basis to ensure that any outstanding messages are returned in a timely manner.
  - g. Ensure that a generic voice mail greeting and ring tone is developed and used for each assigned cell phone.
  
- J. Damaged or missing cell phone equipment will immediately be reported to a supervisor/commander and to the Network Services Section.
  - 1. The supervisor/commander will ensure that all appropriate reports are completed.
  - 2. The Network Services Section will ensure that the missing or damaged cell phone is taken out of service as soon as possible.
  
- \*K. Requests for the replacement of lost, stolen, damaged or otherwise inoperable cell phones will be submitted through the chain of command for approval by the member's Bureau Commander. It will then be sent to the Fiscal Division for final approval. Upon approval, the request will be sent to the Network Services Section.
  
- L. Monitoring of Usage
  - 1. The Purchasing Section will be responsible for reviewing all monthly cell phone invoices, including the detailed billing records, for accuracy and to ensure each cell phone is billed on the correct service plan.
  - 2. The Purchasing Section will prescreen monthly billing records for any cell phones with questionable charges and forward the detailed billing records for these telephones to the appropriate division commander for review.


M. Annual Assignment Review

1. The Purchasing Section will provide each bureau commander with a list of cell phones assigned to their bureau by March 31<sup>st</sup> of each year.
2. Bureau commanders will review the list of assigned cell phones to ensure the correct assignment is listed and that there is a continued need for the cell phone.
3. Bureau commanders will forward to the Chief of Police written justification for the continued assignment of each cell phone within their bureau by May 1<sup>st</sup> of each year.
4. Following approval by the Chief of Police, the justification document will be forwarded to the Purchasing Section for file. A copy will be returned to the submitting bureau commander for information. A copy will also be forwarded to the Network Services Section for inventory information.



Joseph E. Mabin, Jr.  
Chief of Police

Adopted by the Board of Police Commissioners this 24th day of May, 2022.



Mark C. Tolbert  
Board President

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