

SECTION 104-11. Use of Department Owned Cell Phones



Date Issued	Date Effective	Revision No.	General Order
1-18-2021	Immediate		21-04
Accreditation Standard 41.3			

§ 104-11A. Policy.

To provide members of the Amityville Police Department with guidelines on the use of Department issued cell phones.

§ 104-11B. Procedure.

1. Department issued cell phones shall be used strictly for official Police Department business only. Police Department business may include:
 - a. Signing on and off duty as necessary.
 - b. Making necessary notifications to other members of the Department or other agencies (e.g., Suffolk County Police Department, Suffolk County Medical Examiner's Office, etc.)
 - c. E-Justice NY Integrated Justice Portal inquires or entries.
 - d. Accessing Department Language Line.
 - e. Documenting photos and videos of evidentiary value as outlined in section 111-1 of the Department Manual.
 - f. All other Police Department business as necessary.
2. Do not use any other personal cell phone device to conduct official Police Department business except under exigent circumstances.
3. Before the start of the tour, members will sign out a Department issued cell-phone from the radio dispatch desk and make proper notation on the duty log.
4. Officers will make sure these cell phones are on silent ring or vibrate mode for officer safety purposes.
5. Maintain situational awareness at all times and limit the use of Department issued cell phones in the absence of another member of the Department who can provide proper tactical cover.
6. Access to Department issued cell phones shall be given to nobody except members of the Amityville Police Department.
7. A supervisor shall be notified immediately when a member of the Department believes a Department issued cell phone may have been lost, damaged or stolen.

8. In the case of a Department issued cell phone being lost or stolen, the tour supervisor shall make every attempt to locate said phone. If the phone cannot be located, the tour supervisor shall make the proper entries on the NYS E-Justice Portal and then call the cell phone carrier to lock the phone and/or cancel service.
9. At the end of the tour, members will return the cell phone to the charging/docking station at the radio dispatch desk.

By Order Of:

Chief Bryan O. Burton, Jr.