


<b>HVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> February 2021	<b>Review Date</b> February 2022	<b>Directive Number</b> <b>6.5.2</b>
<b>Accreditation Index:</b>		<b>Rescinds:</b> Directive 6.5.2 of November 2019
<b>Chapter:</b> Six – General Procedures		<b>Section:</b> Five – Communications and Information Technology
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: TELECOMMUNICATIONS POLICY**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of township telephones, township wireless devices, other township telecommunications equipment and personal wireless devices. Although the policy restricts excessive personal use of township telecommunications equipment and excessive work time used for personal calls and wireless communication by employees, it also recognizes that legitimate justification for personal calls and wireless communication will occasionally exist.

**II. POLICY**

While the Department and Township Administration recognize the need for occasional personal telephone calls and personal wireless communication, this communication must be kept to a minimum. Personal telephone calls, including use of wireless devices, should be absolutely necessary and not interfere with work flow. In the case of Township telecommunications equipment, personal use should not tie up that equipment. Employees should not use township telecommunications equipment to place non-continental United States personal calls or accept collect calls billed to the township without approval from their supervisors. An employee shall reimburse the township for the cost of all such personal calls. An employee shall also reimburse the township for excessive personal use of township wireless devices. Abuse of these provisions shall be cause for disciplinary action and further action in accordance with the Haverford Township Civilian Employees Handbook and/or the Haverford Township Police Department’s Code of Conduct; Code of Discipline; and other Departmental policies and procedures.

### III. DEFINITIONS

**Telecommunications Equipment** – Any wired or wireless device that allows for the transmission and reception of voice, image, text and/or data used for the dissemination or gathering of information.

**Examples:** Include but are not limited to traditional wired telephones, VoIP phones, wireless phones, faxes, I-Pads and applications on any device that accomplish similar tasks of the above devices.

### IV. PROCEDURES

#### A. Township Telecommunications Equipment

1. All township telecommunications equipment shall be used in accordance with the above policy and shall also conform to the guidelines listed on the Wireless Device Guideline Acknowledgement Form ([Appendage # A](#))
2. Township telecommunications equipment is for Department business. Personal use of this equipment should be limited and conform to the above policy.

#### B. Personal Telecommunications Equipment

1. All personal telecommunications equipment shall be used in accordance with the above policy and shall not interfere or give the appearance of interference with the performance of an employee's duties.

#### C. Disciplinary Action

1. The following conduct is considered misuse or abuse of telecommunications equipment. Violations of this policy will subject an employee to disciplinary action, up to and including dismissal and possible further action in accordance with law:
  - a) Any use of Township telephones or telecommunications equipment in connection with outside employment or in connection with the operation of a business for profit;

- b) Excessive personal use of township telecommunications equipment, whether or not a toll call (additional cost) is incurred;
  - c) Failure to accurately report personal use of Township telecommunications equipment which results in toll charges (additional cost).
  - d) Failure to reimburse the Township as provided in this policy;
  - e) Excessive use of personal telecommunications equipment while on duty.
  - f) Any other failure to comply with this policy.
2. Supervisors and Division Commanders are responsible and accountable for compliance with this policy in their units and/or divisions.

**BY ORDER OF THE CHIEF OF POLICE**



# Haverford Township Police Department

Appendage "A"

1010 Darby Road

Havertown, Pennsylvania 19083

Phone: 610-853-1298 Fax: 610-853-3481

John F. Viola

Chief of Police

## Wireless Device Guideline Acknowledgement Form

By accepting this Township owned wireless device I agree to abide by the below listed guidelines. These guidelines are in addition to the Department Telecommunications Policy Directive # 6.5.2.

- Damaged Wireless Devices:** Although the wireless device is the property of the Township, it is your responsibility to safeguard it. If the wireless device is damaged or lost through negligence or carelessness it will be your responsibility to replace it.
- Replacement Cost:** The approximate cost for Make: \_\_\_\_\_  
Model# \_\_\_\_\_ will be \$ \_\_\_\_\_.
  - Officers may wish to purchase an additional (more protective) case to reduce the chance of damaging the wireless device. The cost of the additional case is the responsibility of the officer.
- E-Mail Account:** Your Department e-mail account may be accessed through your wireless device. This process goes through the Department server/network. If you elect to add your personal e-mail account to your phone you must make sure that all content is appropriate as it will also go through the server/network.
- Monthly Minutes:** Each wireless device will be allotted \_\_\_\_\_ minutes per month. Although there will be times when this limit will be exceeded, those times should be rare and able to be justified.
- Music Downloads:** music downloads are not permitted to be stored on Department wireless device.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

*Integrity • Service • Professionalism*