



# VANCOUVER POLICE DEPARTMENT

## PLANNING & RESEARCH SECTION

August 4, 2006

**To:** Daryl Wiebe, Inspector 1162  
i/c Planning & Research Section

**From:** Cheryl Cuddie, Constable 1895  
Planning & Research Section

**Subject:** Amendment to RPM Section 4.01 Cellular Telephones PR2006-091

Inspector Jess Ram, Communications Section, submitted a report to Deputy Chief Constable Bob Rolls requesting an amendment to the Regulations and Procedures Manual (RPM) Section 4.01. This RPM section relates to cellular telephones.

According to Inspector Ram, a budget appeal was submitted for the 2006 Utilities – Cell Phone Budget, to raise the budget to a level that would more accurately reflect actual usage rates. A similar appeal was denied in 2005 and the reason given for the denial was the absence of policy around the acquisition of cellular phones. The requested amendment was proposed to rectify this situation, and is an addition to the existing policy.

I have reviewed and edited the requested amendment to ensure it is consistent with the standards and formatting requirements of the RPM.

Therefore, I recommend:

1. THAT, the amendment to Section 4.01: *Communications, Cellular Telephones* be approved; and
2. THAT, this file be closed.

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Cheryl Cuddie, Constable 1895  
Planning and Research Section

## Existing Procedure

### 4.01 Cellular Telephones

1. Departmental cellular telephones are provided to staff in order to enhance work-related communications. Members should use cellular phones for tactical communications when the use of radio communication would be inappropriate or would monopolize airtime and interfere with other users, or if conventional telephone use would be impractical. The use of a cellular phone for other types of calls should be considered only if a "hard line" telephone is not readily available and other options, such as paging, are unsuitable.
2. Members shall use the Department voice mail or their pager for return messaging involving external sources, and shall restrict publication of their cellular telephone number. Departmental cellular phone numbers should not be listed on business cards.
3. Members are cautioned against making cellular phone calls while driving. It is recommended that, when practicable, members pull over to a safe location to place or receive a call.
4. Members are cautioned against relaying sensitive information over cellular phones, which are less secure than "hard line" telephones.
5. The use of Departmental cellular telephones for personal calls shall be restricted to situations where operational demands make it impractical to utilize a "hard line" telephone.
6. The Deputy Chief Constable shall approve requests for new or replacement issue of Department-owned cellular telephones and pagers within his/her Division. Once approved, the request shall be forwarded to the Inspector in charge of the Communications Section, who shall ensure that funds are available to meet the cost of the new equipment.
7. The Telecommunications Coordinator shall be responsible for securing and maintaining all Departmental cellular phones.
8. The Telecommunications Co-ordinator shall forward all cellular bills of excessive cost to the manager in charge of the section where the phone is utilized for follow-up.
9. Inspectors and Managers shall:
  - a. Ensure that staff who use Departmental cellular telephones are made aware of this policy.
  - b. Conduct an annual review of Departmental cellular telephone use by their staff.
  - c. Establish procedures for control of shared cellular telephones allocated to their Section.
  - d. Inform the VPD Telecommunications Coordinator of any changes in cellular telephone assignments.
  - e. Ensure that staff returns their cellular phones and accessories to their supervisor prior to leaving the section. If the equipment is not to be reissued, it shall be returned to the Telecommunications Coordinator. If the manager determines that it is necessary for the staff member to retain the cellular phone, the manager shall advise the Telecommunications Coordinator and make appropriate arrangements for paying for the equipment.
  - f. Inform the VPD Telecommunications Co-ordinator of any changes in account codes for billing purposes.

## Proposed Procedure

### 4.01 Cellular Telephones

1. Departmental cellular telephones are provided to staff in order to enhance work-related communications. Members should use cellular phones for tactical communications when the use of radio communication would be inappropriate or would monopolize airtime and interfere with other users, or if conventional telephone use would be impractical. The use of a cellular phone for other types of calls should be considered only if a "hard line" telephone is not readily available and other options, such as paging, are unsuitable.
2. Members shall use the Department voice mail or their pager for return messaging involving external sources, and shall restrict publication of their cellular telephone number. Departmental cellular phone numbers should not be listed on business cards.
3. Members are cautioned against making cellular phone calls while driving. It is recommended that, when practicable, members pull over to a safe location to place or receive a call.
4. Members are cautioned against relaying sensitive information over cellular phones, which are less secure than "hard line" telephones.
5. The use of Departmental cellular telephones for personal calls shall be restricted to situations where operational demands make it impractical to utilize a "hard line" telephone.
6. The Deputy Chief Constable shall approve requests for new or replacement issue of Department-owned cellular telephones and pagers within his/her Division. Once approved, the request shall be forwarded to the Inspector in charge of the Communications Section, who shall ensure that funds are available to meet the cost of the new equipment.
7. The Vancouver Police Department is committed to balancing fiscal responsibility with operational requirements. As such, assignment of cellular telephones will be considered for the following positions:
  - a. Senior Management Team members, Inspectors and Civilian Managers who must be accessible both during and after work hours. These cellular telephones will be retained by the members in the event of transfers;
  - b. Investigative positions which require field personnel to be away from land-line telephone access for extended periods and accessible during various stages of an investigation;
  - c. Supervisory positions, where personnel are responsible for direct oversight of sworn or civilian members and access is important for either administrative or operational needs; and
  - d. Any other position where a business case can be justified, and is approved by the Inspector i/c Communications.

Categories b, c and d will be subject to ongoing review to ensure that there is a continued requirement for dedicated cellular telephones. The and sharing of resources will be considered when appropriate.

8. The Telecommunications Coordinator shall be responsible for securing and maintaining all Departmental cellular phones.

9. The Telecommunications Co-ordinator shall forward all cellular bills of excessive cost to the manager in charge of the section where the phone is utilized for follow-up.

10. Inspectors and Managers shall:

- a. Ensure that staff who use Departmental cellular telephones are made aware of this policy.
- b. Conduct an annual review of Departmental cellular telephone use by their staff.
- c. Establish procedures for control of shared cellular telephones allocated to their Section.
- d. Inform the VPD Telecommunications Coordinator of any changes in cellular telephone assignments.
- e. Ensure that staff returns their cellular phones and accessories to their supervisor prior to leaving the section. If the equipment is not to be reissued, it shall be returned to the Telecommunications Coordinator. If the manager determines that it is necessary for the staff member to retain the cellular phone, the manager shall advise the Telecommunications Coordinator and make appropriate arrangements for paying for the equipment.
- f. Inform the VPD Telecommunications Co-ordinator of any changes in account codes for billing purposes.