97-14 CELLULAR TELEPHONE USAGE

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 22, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-14**
CELLULAR TELEPHONE USAGE (REVISED 06-22-06)

Purpose of Directive:

To establish uniform guidelines for the inventory of Department and City owned cellular telephones, to prevent unauthorized use, and for maintaining a record fo cellular telephone use.

Scope of Directive:

This Directive applies to all station personnel.

Directive:

Department or City of Carson owned cellular telephones shall be used only in furtherance fo official Sheriff's Department of City of Carson business missions.

All calls made with a cellular telephone shall be recorded on the "Carson Station Cellular Telephone Log" (see attached master copy). Calls on the telephone log shall be compared to calls recorded on the billing statements to monitor for abuse and proper recording. It shall be the following individuals responsibility to maintain a current inventory of cellular telephones, to maintain a file of appropriate documents, and to conduct usage reviews for

each billing cycle:

- C.O.P.S. Team Supervisors: Cellular telephones assigned to the Community Oriented Policing Team.
- P.E.T. Team Supervisor: Cellular telephones assigned to the Park Enforcement Team.
- Collateral Duty Sergeant for Communications Equipment: Cellular telephones assigned to the mobile command post.

These reviews shall be documented and any disparities or violations shall be reported immediately via memo to the Unit Commander. Any person making "personal calls" on the cellular telephones shall be responsible for reimbursing the entity owning the cellular telephone.

TSR:JPB:jpb

CARSON STATION

CELLULAR TELEPHONE LOG

PHONE # _____ ~~â‘ 160S~~ ~~â‘ 160L~~ â‘ MOBILE C.P. â‘ C.O.P.S. â‘ OTHER _____

DATE	# CALLED	REASON	MADE BY	DURATION
