



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Cellular Telephones - Use of**

Eff. Date 12/11/2023

**Purpose**

Madison Police Department (MPD) cellular telephones will be operated and utilized in accordance with this procedure. Cellular phones are issued to MPD personnel whose job descriptions, duties, or responsibilities are determined by the department to require enhanced levels of communications.

All MPD staff issued cellular phones are expected, in the course of conducting City business, to use these devices and applications properly and in compliance with City Administrative Procedural Memoranda (APM) 3-12. With smartphones being in essence computers in their own right, compliance with City APM 3-9 will also apply.

Employees shall have no expectation of privacy with regard to any communications made with or stored in or through City issued cellular phones, nor shall there be an expectation of privacy in their location should the device be equipped with location detection capabilities (GPS).

Employees issued smartphones shall install and maintain approved apps as directed by the department. These apps may include, but may not be limited to, the following: apps that provide backups and the ability to restore text messages and call logs in order to meet the Madison General Ordinance 3.70(3) requirements regarding the retention of Instant Messaging (IM)/Text Messaging (TXT). Employees whose job duties require the ability to dictate reports, record interviews, collect and capture digital images and evidence, etc., shall install and maintain designated approved apps to work in conjunction with the department's systems and applications.

**RULES FOR CELLULAR PHONE USE**

1. Inappropriate or unprofessional messages will not be sent via cellular phones.
2. Inappropriate or unprofessional internet usage will not be accessed via cellular phones.
3. While operating a motor vehicle, employees shall use due caution in the utilization of cellular phones and limit their use to circumstances which require cellular phone usage in order to meet core business functions and communications. Employees shall refrain from protracted typing or viewing of the cellular phone while operating, inasmuch as it presents a potentially hazardous distraction while driving.
4. The installation of applications (apps) shall be limited to those that are consistent with conducting City business (i.e. Winscribe).
5. Limited personal use is permitted, and limited to activities permitted by City APM 3-9.
6. Employees shall promptly notify their supervisor in the event that a cellular phone has been damaged, lost, or stolen.

Original SOP: 02/27/2018  
(Reviewed Only: 01/11/2021)  
(Revised: 12/11/2023)