



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 318C

Effective Date 03/23/2023

Policy Name Use of Mobile Devices

Approved Date 03/23/2023

Approved by *Wendell Franklin, Chief of Police*

Previous Date NEW

PURPOSE OF CHANGE:

To establish guidelines for the use of department-issued mobile devices.

POLICY:

Tulsa Police Department mobile devices are under the administrative control of the Chief of Police or designee. Mobile devices will be used for Official Tulsa Police communications, digital evidence collection, criminal intelligence collection and e-citations.

All department-issued mobile devices shall be used in accordance with this policy and other applicable policies.

All communications on department-issued mobile devices shall be appropriate and professional. Employees will be polite, civil, and courteous when using department-issued mobile devices. Department-issued mobile devices are for official Tulsa Police Business. Personal communications utilizing department-issued mobile devices should be limited in number and duration to not interfere with Tulsa police business and overall employee performance.

Tulsa Police personnel issued a mobile device have no expectation of privacy regarding communication, files, photographs, video, search history or data stored on the device. The device and all its contents are the property of the City of Tulsa and are subject to the Open Records Act, inclusive of emails, text messages, call logs, internet history, and data files, except in circumstances excluded by law. The department has the right to access any information on any department-issued mobile device at any time. Use of these devices for personal communication is strongly discouraged.

Tulsa Police personnel will not use department-issued mobile devices to discriminate in any way based upon an individual's race, color, national origin, religion, disability, age, citizenship status, creed, ancestry, military status, sex, sexual orientation, gender identity, genetic information or membership in any other class protected under federal or state law.

SUMMARY: Procedures for using department-issued mobile devices.

APPLIES TO: All police personnel.

DEFINITIONS:

DEPARTMENT-ISSUED MOBILE DEVICE – any handheld smart phone, tablet, or computing device issued by the Department, with an operating system and can run various types of application software. Laptop computers are not considered mobile devices.

MOBILE DEVICE MANAGER – Tulsa Police personnel responsible for the configuration, inventory, and overall management of mobile devices to support Tulsa Police operations.

MOBILE DEVICE MANAGEMENT TOOL – A computer application used to configure TPD mobile devices with appropriate applications and tools to provide consistent, standardized operations of all mobile devices.

PROCEDURES:

A. GENERAL GUIDELINES

1. Tulsa Police personnel will be trained in the operation of mobile devices and applications used by the TPD. Tulsa Police personnel may not utilize a Tulsa Police mobile device without training.
2. Tulsa Police personnel will ensure their department-issued mobile device is charged, powered on, operational, and in their possession during their assigned shift or as required by their work assignment.
3. Tulsa Police personnel will respond to departmental communications upon notification or as soon as practical. All personnel will activate/use the voicemail provided on the mobile device.
4. Mobile devices are a component of a Tulsa Police employee's assigned equipment. Tulsa Police personnel will use care and keep the device secure from loss or damage. Mobile devices must be kept in a department-issued protective case and screen protector. Personal or customized cases may not be used. All departmental-issued mobile devices will have a password/passcode to protect information contained on the device if lost or stolen.
5. Tulsa Police personnel must report damaged, lost, or stolen department-issued mobile devices pursuant to Policy 31-203, *Inventory Management System*.
6. Tulsa Police personnel will adhere to state law and city ordinances regarding the use of mobile devices while driving.
7. Tulsa Police personnel shall ensure department-issued mobile devices are updated as necessary. This includes factory updates as well as City of Tulsa notifications/updates.
8. Personal communications utilizing department-issued mobile devices should be limited in number and duration.
9. All evidence captured with a department-issued mobile device camera or application will be uploaded to Evidence.com prior to the end of the shift. See Policy 31-113A *Digital Evidence Management*.
10. The Mobile Device Manager will conduct a quarterly audit of data usage, carrier invoices, and Evidence.com reports to verify department-issued mobile devices are being utilized pursuant to policy.

B. MOBILE DEVICE APPLICATIONS

1. Only work related and approved applications available on the device management tool will be downloaded to department-issued mobile devices. Tulsa Police personnel wishing to download an unapproved application to their department-issued mobile device will send an Interoffice through their chain of command with a description of the application and its relevance to their assignment.

REGULATIONS:

1. Tulsa Police personnel will upload all evidence collected on a department-issued mobile device to Evidence.com by the end of their shift.
2. Tulsa Police personnel will refrain from using department-issued mobile devices for personal business.
3. Tulsa Police personnel will ensure their department-issued mobile device is charged, powered on, operational, and in their possession during their assigned shift or as required by their work assignment.

REFERENCES:

113A, *Digital Evidence Management*
203, *Inventory Management System*
TOG 2006, *Digital Evidence Collection*