DATE: 11/03/2005

NUMBER: 2.12 - COMM

SUBJECT: DEPARTMENT-ISSUED CELLULAR TELEPHONES

RELATED POLICY: N/A

ORIGINATING DIVISION: OPERATIONAL SUPPORT

NEW PROCEDURE: □

PROCEDURAL CHANGE: ■

SUPERSEDES: DP 2.12 – 01/26/2004

RESCINDED
SAN DIEGO POLICE DEPARTMENT
CELLULAR PHONE ASSIGNMENT RECORD

____________________, I.D. # __________ has been temporarily assigned a

Employees Name
cellular telephone. The phone belongs to the City of San

Brand Name and Model Number
Diego, San Diego Police Department and is intended to assist with City business. I understand I am responsible for the security, care, and cleaning of this phone. If it does not function properly or is damaged, I will follow the instructions set forth in Department Policy & Procedures 1.23, “Department Equipment Accountability Procedures” and 2.12 “Department Cellular Phones.”

I am currently assigned to: ___________________________________________

I have issued cellular phone number of: ___________________________________

The assigned phone number is: _________________________________________

I have also been issued the following cellular phone accessories:

Hands free device: ___ A/C Charger: ___

Cigarette lighter charger: ___ Leather Case: ___

I have read and understand the above. The information, including the cell phone electronic identification numbers, match those on the ___________________

Brand Name and Model Number
assigned to me. Furthermore, if I am assigned to a Light Duty position, TRU, Industrial Leave, or I take a Leave of Absence; I will return the cell phone to the Operational Support Administration Unit within 10 business days.

_________________________   _______________________

Employee’s Signature     Date Issued