

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

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RESCINDED

NEW
11/03/05

SAN DIEGO POLICE DEPARTMENT
CELLULAR PHONE ASSIGNMENT RECORD

Employees Name _____, I.D. # _____ has been temporarily assigned a

Brand Name and Model Number _____ cellular telephone. The phone belongs to the City of San
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