C. Rule

1. All Police Department employees shall have a working telephone at their place of residence, and shall ensure that the department is advised of the telephone number and any subsequent changes.

2. Long distance telephone calls made from department telephones, or charged to the department, may be made for official business-related reasons only. If a personal long distance telephone call is necessary during working hours, employees shall arrange for the charges to be made to their home telephone or on a collect basis.

3. If a department employee needs to call an immediate family member while traveling outside the metropolitan area on official business for 2 or more days, long distance calls are authorized. A limit of 2 telephone calls a week to an immediate family member may be made and calls should generally not exceed 3 minutes. All long distance calls charged to the department shall be documented on the employee's expense report.

4. Cellular telephones shall be used as provided for in City Policy. Employees also should be aware that calls made on cellular telephones can be monitored by outsiders and are not confidential.
   a. In the interest of traffic safety, an employee who needs to make or receive a call while driving is encouraged to first lawfully park the vehicle off of the roadway.
   b. During inclement weather, when traffic is heavy, or when the conversation is in depth and may cause distraction, the employee SHALL lawfully park the vehicle before engaging in conversation.

5. Home address and telephone numbers of City employees shall be released only to other employees with a need to know.