

	PARADISE VALLEY POLICE GENERAL ORDER Other Equipment Used in the Performance of Duties	Order Number
		17.3
		Date
		09-27-19

17.3 Other Equipment Used in the Performance of Duties

17.3.1 Department Issued Electronic Equipment

The Department may issue electronic equipment to specific officers, based both on rank and assignment, as determined by the Chief. As with all issued equipment, cellular phones are to be used for Department business; personal use should be limited to emergency situations. Officers may be required to reimburse the Town for the cost of personal use of electronic equipment.

Information generated on, processed by, or stored in Department issued electronic equipment, as well as related billing records, may be required to be produced pursuant to Arizona public records law or pursuant to a court order.

If a unit is assigned a shared phone, a log shall be maintained reflecting the assignment of the equipment at specific times.

17.3.2 Privately Owned Electronic Equipment

Employees may elect to use personally owned electronic equipment, including communication devices, computers (all types) and recording devices (all types) in the performance of the employees' duties. Employees doing so must understand that:

1. The *Town will* not reimburse the *employee* for the use of the equipment for *Town* business, nor for purchase, replacement, repair or damage to the equipment or associated accessories.
2. Possession of the equipment during duty hours or use of the equipment for *Town* business while off-duty may subject the records associated with the device, and the device itself, to examination by the Department or subpoena or court order by involved persons or their attorneys.
3. Employees use of privately owned electronic equipment for department business or while on duty may subject the equipment to subpoena or court ordered disclosure.



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17.3.3 Radios

All *officers* are issued one individual radio. Radios needing repair or new batteries *will* be taken directly to the Support Services Commander or his designee.

17.3.4 Operational Readiness of Stored Property

All operational property (radios, handcuffs, batons, special equipment, etc.) *shall* be stored and maintained in operational readiness (working, clean and available) by the *supervisor* or *commander* over the function to which the property is assigned. The *supervisor/commander* is responsible for determining the operational property needs for the function and requesting that such property be obtained.

