



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **USE OF DEPARTMENT PROPERTY**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

NUMBER: 1.19
ISSUED: 09/22/2021
EFFECTIVE: 09/22/2021
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: N/A

PURPOSE: The purpose of this Policy & Procedure is to define the parameters within which the Portage Police Department employees may use department property, including the internet and email, in executing business activities.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. EQUIPMENT, MATERIALS, OR PROPERTY
- III. TELEPHONE
- IV. PHOTOCOPYING & FACSIMILE EQUIPMENT
- V. INTERNET USAGE
- VI. EMAIL USAGE

I. DEFINITIONS

- A. City: refers to the City of Portage, which includes the Portage Police Department.
- B. Email: refers to an electronic mail system that creates, stores, and forwards information using telecommunication links between computer terminals, work stations, servers, or personal computers.

II. EQUIPMENT, MATERIALS, OR PROPERTY

- A. No employee shall request or permit the use of City owned equipment, materials, or property for personal convenience, or profit except when such services are available to the public generally.
- B. Employees shall be responsible for proper operation, care, and conservation of City equipment, tools, and supplies. City equipment and supplies shall not be used for unauthorized purposes. Employees shall promptly report accidents, breakdowns, malfunctions, any damage or thefts of any equipment so that necessary repairs or investigations may be made. An explanation of these procedures may be obtained from a supervisor.

III. TELEPHONE

- A. Telephone lines are provided for official City business only and are not to be used for personal business, except in the case of an emergency or specific personal business that cannot be conducted during non-working hours. Work duties shall take precedence over personal matters.
- B. Any employee found to be abusing telephone privileges shall be subject to disciplinary action.

IV. PHOTOCOPYING AND FACSIMILE EQUIPMENT

- A. Generally City photocopying and facsimile equipment shall be used only for City related business.
- B. Photocopying of a personal nature may be done, with prior approval from the chief or designee. If the quantity is excessive a fee may be applied.
- C. Personal facsimile messages may be sent or received if it does not interfere with regular business and approved by the chief or designee.

V. INTERNET USAGE

- A. It is the policy of the City of Portage to provide Internet services for City employees to enhance their professional activities, improve public communication, and provide superior customer service; refer to Policy & Procedures 1.15 and 1.17 for policy governing these services.

VI. EMAIL USAGE

- A. It is the policy of the City of Portage to provide email for employees as a communication tool in order to conduct City business, also refer to Policy & Procedures 1.15 and 1.17.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 09/22/2021
Updated 03/13/2026