



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Edgardo Garcia
Chief of Police

SUBJECT: FirstNet CELLULAR PHONES

DATE: April 3, 2020

BULLETIN #2020-006

To provide personnel with additional tools during COVID-19, the Department will be issuing FirstNet cellular phones to sworn officers and designated non-sworn personnel. The FirstNet cellular phones are to relieve staff from using personal phones for work-related purposes.

FirstNet cellular phones have the advantage of being 5G capable, and they receive priority and preemption access to the cellular network in times of emergency and network congestion. FirstNet phones will have unlimited voice calling, text messaging, data, and each phone will be a hotspot. The initial rollout of cell phones will include the ability for staff to access their work email and allow individual users to download approved applications. The phone number is intended to remain with the employee for the duration of his or her career. The cellular phones will be replaced on a 36-month cycle. Additionally, at a later date, the phones issued to sworn personnel will have a number of law enforcement only applications giving users access to a variety of L/E databases and processes.

MOBILE DATA MANAGEMENT:

Because the Department issues these cellular phones, they will be managed through a Mobile Device Management (MDM) application. Each cellular phone issued will have the MDM activated prior to issuance. Pre-approved applications are available to users through the cellphone application called the Hub. The MDM also allows the Department to add or delete applications remotely, and to disable the phone if it becomes lost or stolen.

LOST PHONES:

In the event a FirstNet cellular phone is lost or stolen, the Department member to whom the phone is assigned has the following responsibilities:

- Report the missing phone to Systems promptly so that it may be disabled via the MDM.
- Report the phone missing to the Chain of Command in accordance with established procedures (DM § R 1908 REPORTING LOST OR STOLEN CITY EQUIPMENT).

ISSUANCE:

Department members who are assigned a FirstNet phone will be contacted by Systems to arrange the issuance of the equipment. At the time of issuance, personnel will be obliged to read and sign the "FirstNet Phone Information" form. It is attached to this bulletin for your review.

A handwritten signature in black ink, appearing to read "Edgardo Garcia".

Edgardo Garcia
Chief of Police

EG:PC

ATTACHMENT: "FirstNet Phone Information" form.

ATTACHMENT

San Jose Police Department FirstNet Cellular Phone Information



The City of San Jose is issuing *FirstNet* cellular phones to essential personnel throughout the Police Department. Upon receipt of this *FirstNet* phone, you must acknowledge the following policies & procedures.

- This *FirstNet* phone is City property and is for official use only.
- This *FirstNet* phone is issued to you, and you are responsible for returning it when you leave City employment; you shall not transfer it to another member of the Department.
- You are reminded of existing case law that makes your personal phone discoverable and open to public record requests if you use it to conduct official business.
- Your *FirstNet* phone includes a Mobile Device Manager that enables the Department to add or delete applications remotely.
- At a later point, applications will be loaded onto this *FirstNet* phone that will provide access to sensitive law enforcement only networks.
- In the event that this *FirstNet* phone is lost or stolen, you must report it promptly to the Systems Development Division, who will use the Mobile Device Manager to disable the phone remotely.
- Your use of this *FirstNet* phone must comply with the City of San Jose cell phone policy (CPM 1.7.4).
- FirstNet phones are subject to random audits to ensure proper use and compliance with policy.
- The City of San Jose Cell Phone Policy is on the Department and City websites.
- If you desire access to your department email you may be required to complete and submit the City of San Jose remote access form.

By signing below, I acknowledge having been advised of the above-listed information:

Print Name & Badge:	Signature:	Date: