

5.10 Key Fob

I. POLICY

It is the policy of the Johnstown Police Department to follow the provisions of this general order. Each officer will be given their own assigned key fob to enter into the Public Safety building.

II. PURPOSE

To ensure the safety of all Johnstown Police Officer's, citizen employees and individuals within police custody. To safeguard all documents, records, evidence and personnel belongings.

III. PROCEDURES

A. General Procedures

It is the responsibility of all police officer's, police personnel and city employees to maintain complete control over your assigned key fob. The fob documents your every use such as date and time.

1. No one shall loan or switch fobs for any reason to include, but not limited to:
 - a. Other officer's, law enforcement personnel or government agents
 - b. Spouses, paramours or children
 - c. Citizens
 - d. City employees
2. If lost it must be reported immediately to your supervisor so the fob can be deactivated ASAP.
 - a. A new fob will be re-issued at the employee's expense.

Effective:

Date: September 1, 2016

By Order Of:

Craig R. Foust
Chief of Police