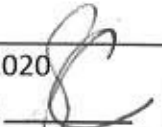


Chicago Animal Care and Control Standard Operating Procedure – Shelter Division	Policy Number: GO – 066
Subject: iPad Protocol	Date Issued: 03/03/2020 Manager's Approval 

I. Purpose

The purpose of this order is to provide guidance on the issuance, use and security of the iPad computers.

CACC iPads will be used for the following purposes:

- Animal intake using the approved shelter software system
- Shelter Inventory using the approved shelter software system
- Medical using the approved shelter software system
- Field services using the approved City of Chicago software system
- Field services using the approved GPS/Traffic Management system
 - At no time will personnel download any unauthorized applications or use the internet for other than City business.
- Field services using CACC's social media applications, when granted access, to assist residents in finding lost pets

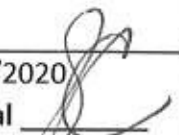
II. Department Policy

It is the policy of the Department of Animal Care and Control to utilize available technology in order to provide employees with the means to communicate quickly and efficiently, as well as to assist managers in planning, organizing, staffing and coordinating the daily activities of the workforce. The ultimate goal is to provide the residents of the City of Chicago with service exceeding industry standards.

Each user must be aware of the need for proper security, use and maintenance of City owned and issued personal computerized equipment. This includes, but is not limited to, laptop computers, tablets, iPads, Global Positioning Systems (GPS), cell phones and radios.

A. Responsibilities of Individual Employees include, but are not limited to:

1. Signing the City of Chicago Electronic iPad Device Usage Contract (sample attached).
2. Safekeeping of equipment while on duty and must be cautious and keep the item with them and secured at all times.
 - a. All iPads will come equipped with a case, carrying strap and screen protector.
3. No trading or switching of equipment with another employee once the iPad has been accepted and signed for by the assigned employee / no trading of iPads with co-workers.
4. Reporting lost, stolen or damage.
5. Ensuring such equipment is in the employee's custody at all times when the employee is on duty.
6. Ensuring equipment is fully charged and operational at the start of each shift.
7. Notifying their immediate supervisor if unfamiliar with the operation of the equipment.

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8. Notifying their immediate supervisor of any damage to equipment immediately upon discovery when on duty including damage to the case, carrying strap and/or screen protector.
9. Submitting to their supervisor any damaged equipment, along with a written detailed explanation of the circumstances of the damage, no later than the end of the shift on which the notification is made.
10. Refraining from attempts to repair damaged equipment themselves, including removal of the case, carrying strap and/or screen protector.
NOTE: Employees who consistently damage equipment or submit equipment for repair that is found to be undamaged, may be subject to progressive discipline.
11. Refraining from removing or deactivating any software or programs that the Department has programmed into their equipment.
12. Refraining from using any unauthorized applications or programs for shopping or any other purpose.

B. Responsibilities of Supervisors include, but are not limited to:

1. Issuing equipment to personnel for the shift by logging the device in the log book (sample attached).
2. Ensuring that damaged equipment is physically turned into Administration by the end of the workday.
3. Ensuring that employees submit a written detailed explanation for the damaged equipment by the end of the shift.
4. Ensuring that employees obtain a police report for all lost/stolen equipment and turn it in by the end of the shift.
5. Ensuring that employees receive necessary training in the use of Department issued personal electronic or computer equipment and its applications.
6. Ensuring that equipment is fully charged and operational at the start of each shift.
7. Enforcing the provisions of this General Order.

C. Financial Responsibility

1. Employees may be held financially responsible for the cost of damage to equipment.
2. Employees may be held financially responsible for lost equipment.
3. Administration will notify the employee in writing if they are required to pay for damaged equipment.
4. Employees who fail to pay for damages as ordered may be subject to progressive discipline.

The provisions contained in this directive have the full force of Rules and Regulations. Violations of the provisions of this Order may result in progressive discipline, up to and including discharge, in accordance with the City of Chicago Personnel Code.

ACO Daily iPad Log Book

DATE:

DAY:

WATCH:

IPAD #	Distributed by:	Assigned to:	Time Out/Initial	Time Returned/Initial	Condition of iPad upon Return / Supervisor Initial
ACO Example	M. Crayton	M. Eldridge	11:05 am / ME	4:30 pm / ME	Good / AM
ACO POOL 01					
ACO POOL 02					
ACO POOL 03					
ACO POOL 04					
ACO POOL 05					
ACO POOL 06					
ACO POOL 07					
ACO POOL 08					
ACO POOL 09					
ACO POOL 10					
ACO POOL 11					
ACO POOL 12					
ACO POOL 13					
ACO POOL 14					
ACO POOL 15					

- Any damage or issues to the iPad and/or the case/strap requires a TO/FROM by both the employee assigned and the supervisor accepting the return.
- This form is to be turned in to the Operations Manager at the end of the 3rd Watch EVERY DAY.

Inspector Daily IPad Log Book

DATE: _____ **DAY:** _____

IPAD # _____ **Distributed by:** _____ **Assigned to:** _____

ACO Example	M. Crayton	M. Eldridge	11:05 am / ME	4:30 pm / ME	Good / AM
Insp. Holcomb					
Insp. Brady					
Insp. Edgcombe					
Insp. Drake					
Insp. Howard					

- Any damage or issues to the IPad and/or the case/strap requires a TO/FROM by both the employee assigned and the supervisor accepting the return.
- This form is to be turned in to the Operations Manager at the end of the 3rd Watch EVERY DAY.

Medical/Shelter/APC/Clerk – Daily IPad Log Book

DATE:

DAY:

IPAD #

Distributed by:

Assigned to:

**Time
Out/Initial**

**Time
Returned/Initial**

**Condition of IPad
upon return /
Supervisor Initial**

ACO Example	M. Crayton	M. Eldridge	11:05 am / ME	4:30 pm / ME	Good / AM
Med POOL 01					
Med POOL 02					
Med POOL 03					
Med POOL 04					
Med POOL 05					
ACA Sup					
APC Pool					
Intake Clerk Pool					

- Any damage or issues to the Ipad and/or the case/strap requires a TO/FROM by both the employee assigned and the supervisor accepting the return.
- This form is to be turned in to the Operations Manager at the end of the 3rd Watch EVERY DAY.



CITY OF CHICAGO
Electronic iPad Device Usage Contract

CITY OF CHICAGO ELECTRONIC IPAD DEVICE USAGE CONTRACT

Name:	Title:
Department: Chicago Animal Care & Control	Bureau:

I understand that the purpose of having a hand-held data-transmitting device is to improve productivity and/or enhance public safety. By receiving this device, I agree to ensure the physical safety and security of the device. I understand that there is no expectation of privacy to any communication, email, phone, text or SMS/MMS arising out of the use of the mobile device or any other City-issued devices. Employees are not allowed to use this device for personal use.

If the device is lost, stolen or damaged (including damage to the case, carrying strap and/or screen protector), I will report it immediately (24/7/365) to the CACC Supervisor and provide a written detailed explanation immediately.

This electronic iPad data device contract is valid for my current position/title in my current department only. I understand that I may be held financially responsible for the cost of damage to or loss of the equipment. Administration will notify the employee in writing if they are required to pay for damaged equipment. Employees who fail to pay for damages as ordered may be subject to progressive discipline. **Any violation of the above requirements is grounds for discipline.**

EMPLOYEE SIGNATURE

DATE

DEPARTMENT HEAD

The employee uses an electronic hand-held data-transmitting device in order to execute required functional duties.

DEPARTMENT HEAD SIGNATURE

DATE