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
  - 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.
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.
<table>
<thead>
<tr>
<th>iPad #</th>
<th>Watch</th>
<th>Date:</th>
</tr>
</thead>
</table>

**ACO Daily iPad Log Book**

**Watch**

**DATE:**

<table>
<thead>
<tr>
<th>ACO Pool 15</th>
<th>ACO Pool 14</th>
<th>ACO Pool 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO Pool 12</td>
<td>ACO Pool 11</td>
<td>ACO Pool 10</td>
</tr>
<tr>
<td>ACO Pool 09</td>
<td>ACO Pool 08</td>
<td>ACO Pool 07</td>
</tr>
<tr>
<td>ACO Pool 06</td>
<td>ACO Pool 05</td>
<td>ACO Pool 04</td>
</tr>
<tr>
<td>ACO Pool 03</td>
<td>ACO Pool 02</td>
<td>ACO Pool 01</td>
</tr>
</tbody>
</table>

**Assigned to:**

**Initial:**

**Time:**

**Out:**

**Returned:**

**Initial:**

**Time:**

**Supervisor Initial:**

**Upon Return:**

**Condition of iPad:**

**M. Edge:**

**Crayon:**

**Example:**

**Good / AM:**

**4:30 pm / ME:**

**11:05 am / ME:**

This form is to be filled in by the Operations Manager at the end of the 3rd Watch EVERY DAY.

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.
<table>
<thead>
<tr>
<th>Inspector: Howard</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector: Drake</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspector: Edgecombe</td>
<td></td>
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<tr>
<td>Inspector: Brady</td>
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<tr>
<td>Inspector: Holcomb</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Good / AIN</th>
<th>4:30 PM / ME</th>
<th>11:05 AM / ME</th>
<th>M. Edridge</th>
<th>M. Ourion</th>
<th>ACO Example</th>
</tr>
</thead>
</table>

Inspection Daily iPad Log Book
This form is to be turned in to the Operations Manager at the end of the 3rd watch EVERY DAY.

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Assigned To:</th>
<th>Distributed by:</th>
<th>iPad #</th>
<th>Condition of iPad</th>
<th>Returned/Init</th>
<th>Time Out/Init</th>
<th>Time 4:30 Pm / ME</th>
<th>11:05 AM / ME</th>
<th>M. Crayon</th>
<th>M. Drudge</th>
<th>ACO Example</th>
<th>ACA Sup</th>
<th>APC Pool</th>
<th>Clerk Pool</th>
</tr>
</thead>
</table>

DATE:  

Medical/Sheeter/APC/Clerk - Daily iPad Log Book
CITY OF CHICAGO
Electronic iPad Device Usage Contract

CITY OF CHICAGO ELECTRONIC IPAD DEVICE USAGE CONTRACT

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Chicago Animal Care &amp; Control</td>
<td>Bureau:</td>
</tr>
</tbody>
</table>

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

CACC Revised on 01-17-2020