
	Florida State University Police Department	
Personally-Owned Cellular Phone Usage		
Revision Effective Date: 09/01/17	General Order 313	Attachments: None
Rescinds/Amends: 12-34D (05/30/2012)	Distribution: Department-Wide	CFA Reference: none
	Pages: 2	

Purpose

To establish guidelines for members who are required to, or choose to, have a cellular (cell) phone and /or other personal communication device, available to them at work, on duty, or in agency vehicles they operate.

Policy

The Florida State University Police Department issues agency-owned cell phones to members by job duties, as allowed by budget limitations. The Florida State University Police Department will regulate the use of agency-owned cell phones, the use or presence of personally-owned cell phones, and/or personal communication devices, by members on duty, in uniform or civilian attire, or operating an agency vehicle.

It is the policy of the Florida State University Police Department that information gathered by FSUPD officers and members, who are acting in the course and scope of employment, belongs to the agency. This includes information on a department issued piece of equipment as well as information on a member’s personal communication device such as a cell phone that was used in the scope of the member’s employment and contains official business of the FSUPD.

It is the intent of this policy to strictly prohibit the sharing or dissemination of official business information from an agency-owned or personal communication device to any person or entity not legally entitled to receive it.

Procedures

A. General

1. Members will maintain all personal communication devices off or in the “silent” mode when on duty, in any class, meeting as an agency representative, or other times it could be a distraction.
2. Members will not use personal cell phones or agency issued cell phones during their normal duties to replace the agency radio system, unless the agency radio system is inoperable or use of the radio would pose a significant safety risk; or otherwise jeopardize or circumvent agency operations. Elimination of the communication officer and other responding officers from the information exchange/sharing greatly enhances risk and liability to the member as well as the Agency.
3. Officers and members must consider cellular calls may not be private as they may be monitored through various technologies. Users should consider this fact before uttering anything which could jeopardize officer safety or circumvent ongoing investigations or agency operations.

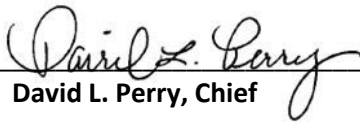
4. Members shall not use any personal communication devices, at any time where its use would jeopardize or interfere with the normal agency operations.
5. The use of a personal cellular phone that has a photographic capability will not be used to take photographs of arrestee, victims, crime scenes, emergency scenes, except in exigent circumstance and with supervisory notification and approval. The Supervisor will ensure photographs are downloaded timely and filed per departmental policies, Records Management and Collection and Preservation of Evidence.
6. The use of either agency or personally owned wireless devices to record images or audio comes with certain requirements in order to safeguard both the agency member and the agency from wrongful claims. It is important to consider that the use of personal equipment, while acting in an official capacity as a law enforcement officer or member of FSUPD may subject that equipment records to both subpoena and/or disclosure in the event of a court proceeding.
7. Personal communication device usage, (e.g. calls, texting, etc.) shall be kept at a minimum and shall not interfere with job duties. The usage of personal communication devices can be restricted at any time by a supervisor.
8. Officers and civilian members shall make every effort to ensure that their attention is not diverted from the safe operation of an agency-owned vehicle when talking on the cell phone and driving.
9. Members who violate this policy, Personal Cellular Phone Usage, are subject to progressive disciplinary actions as defined by the University guidelines for disciplinary actions.

B. Definition

Personal Communication Device- All cell phones, pagers, personal e-mail devices, personal digital assistants, smart phones, "tablet" style computer and other similar devices.

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MTC 08/21/17 Filed: General Order 313	
Personal Cellular Phone Usage	
Approved:	 David L. Perry, Chief
Date:	08/21/17