

Personal Electronic Devices

PERSONAL ELECTRONIC DEVICES

I. POLICY:

- A. The use of personal electronic devices poses a degree of distraction that potentially conflicts with the goals of officer safety, facility security and the accomplishment of employee job duties as well as the presentation of professional appearance.
 - 1. Cellular telephones present a particularly high security risk by increasing the potential for a hostage situation and providing the communication of sensitive security issues to outside sources.

II. PURPOSE:

- A. To define and clarify the conditions under which employees may carry and use personal electronic devices while on duty. To promote a more professional appearance by limiting the use of personal electronic devices while on duty

III. GENERAL:

- A. The following employees may carry cellular phones on their persons when in the jail facility:
 - 1. Command staff (Lieutenants and above)
- B. Employees and persons entering a jail, including other County employees, government employees, attorneys, contractors, and / or volunteers shall not have on their person the following personal electronic devices without the permission of the Facility Commander, or designee:
 - 1. Cellular phone;
 - 2. Pager;
 - 3. Wireless internet device;
 - 4. Laptop computer; or

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5. Any other personal electronic device
- C. Because of the potential need for communication with dispatch or other officers, arresting officers may carry their cellular telephones in the booking hallway and in the booking area.
 - D. While on duty, employees may store personal electronic devices in the locker room or designated break rooms.
 - E. Employees shall not use personal electronic devices for personal matters while on duty:
 1. At any post assignment in the jail;
 2. At any work station viewable by the public;
 3. While driving a department vehicle (unless using hands free equipment);
or
 4. When prohibited by law.
 - F. When assigned in the jail, employees may use their personal electronic devices during breaks at the following locations:
 1. Designated break room;
 2. Locker room;
 3. Kitchen Office; or
 4. Any other area outside of the facility (Transportation Office, Transportation parking area, main parking lot, etc.)

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