

	POLICY & PROCEDURE	SERIES # 1410	PAGE 1 OF 3
	SUBJECT DIVISION ISSUED CELLULAR MOBILE TELEPHONES		EFFECTIVE DATE 04/04/17
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY	

I. PURPOSE:

Members are encouraged to use agency issued cellular mobile telephones to enhance communication with the community, promote efficiency in their work, enable a quick response in emergency situations, and enhance the safety of the members and citizens. The purpose of this directive is to set forth guidelines to be followed by all personnel pertaining to the use of agency issued cellular telephones.

II. POLICY:

The Hampton Police Division provides select sworn and civilian members mobile phones to enhance officer safety, efficiency, and effectiveness in the performance of their duties. Mobile phones are issued in order to allow employees a means by which they can communicate with others, access city e-mail, investigate crimes, upload photos, and research topics (via the Internet) relevant to their assignment. Mobile phones are **not** to be used in lieu of radio transmissions, dispatching or clearing complaints.

III. PROCEDURE:

A. GENERAL:

1. Members will not be required to check/respond to messages, voicemail, or email while not on duty.
2. The Division issued mobile phone is to be used only for work related purposes. The issued phone is department property and as such, is open to inspection. The issued phone will never be used for accessing any form of social media, unless related to a work assignment.
3. The Division issued mobile phone will be locked with a passcode. The passcode will be provided, upon request, to the Support Services Division Commander or his designee.
4. The iCloud account used on the Division issued mobile phone will be set to the Members city email address.

APPROVED:
CHIEF OF POLICE



5. Members are responsible with complying with all HPD Rules and Regulations and all local, state and federal laws, including the Fair Labor and Standards Act when using the Division issued mobile phone.

A. LIMITS ON PRIVACY AND SPEECH:

1. No Member shall have any expectation of privacy in any message, file, image, or data created, sent, retrieved, received, stored on or posted utilizing the Division issued mobile phone.
2. Electronic communications made on a Division issued device should never be considered private, confidential, or secure.
3. All messages, files, images, and data created, sent, or retrieved over the Internet (cloud or stored) or by any user are the property of the Division.
4. The Division has the right to monitor all aspects of its information infrastructure including, but not limited to:
 - a. Social media visited by users
 - b. Material downloaded or uploaded by users
 - c. Photographs and videos downloaded or uploaded by users
 - d. Email sent or received by users
5. Such monitoring may occur at any time, without notice, and without the user's permission. In addition, except for exemptions under the Freedom of Information Act (FOIA), electronic records, including a message, file, image, or data created, sent, retrieved, received, or posted utilizing the Division's electronic communications tools, may be subject to FOIA and, therefore, may be available for public dissemination.

B. MAINTENANCE OF MOBILE PHONES:

1. Members that have been issued a Division issued mobile phone shall provide reasonable care and security for the device.
2. Members are required to keep their Division issued mobile phone in the protective case that was provided with the device.
3. Damaged or missing Division issued mobile phones will be immediately reported to the member's immediate supervisor and a loss packet will be generated per policy.

C. EVIDENCE AND PHOTOGRAPHS PROCEDURES:

1. Members with Division issued mobile phones may use their device to capture photographs of crime scenes. Members shall never take photographs of anything displayed on an MDT monitor, or any computer currently displaying confidential information.

- a. Members must utilize the Axon Capture application to properly tag, associate the proper IBR, and to upload all photographs to Evidence.com
 - b. Members are required to download and utilize the Axon View and Axon Capture apps.
2. Officers with Division issued mobile phones shall use their device to access their BWC as opposed to the smart-device that was issued with the BWC.
 - a. Officers must utilize the Axon View application to connect their Division Issued mobile phone to their Axon BWC.
 - b. Once a Bluetooth connection has been established, Officers may test the Live View of their BWC, review the status of their BWC, and categorize videos that have been recorded.
3. No member shall knowingly post on the Internet or Social Media, or share outside approved Law Enforcement sources, official photographs, video images, audio files or text documents that belong to the Division without the expressed written permission of the Commander of Professional Standards. (For additional information see Division Rule & Regulation 4.19.)

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