



# Helen Police Department

## Standard Operating Policies and Procedures

Chapter A-022  Electronic Device	Effective Date:	August 1, 2022	# of Pages:	3
	Revised Date:		Distribution Authorization:	<i>Alonna C. Barrett</i>
	Special Instructions:			

### I. PURPOSE

The purpose of this policy is to direct the employees of this agency with respect to the use of electronic devices issued by the agency, and use of those electronic devices which are personally owned.

### II. POLICY

The agency issues personal electronic devices to its members in various forms. These devices include digital still cameras, mobile video cameras, cell phones, computers, laptops, etc.

Agency members also frequently employ personal electronic devices while on-duty.

The use of agency-issued devices as well as personal electronic devices is governed in certain circumstances by state law as well as department policy and city policy.

These devices, whether issued or personally owned, shall be used in a lawful manner at all times, and all electronic devices shall be subject to additional guidelines based on this policy section.

Members of the department should understand that their use of electronic devices may be subject to open records request or other forms of release of information, and that improper or unauthorized use of the devices could harm the public image of the agency based on the content of the information revealed. Upholding the public trust is of utmost importance, and agency issued electronic devices will not be used in a manner which could be detrimental to the primary

function of the department, which is serving the public. Members of the department shall also be made aware that use of a personally owned electronic device for agency purposes could render the device vulnerable to an open records request or subpoena if circumstances dictate.

### **III. Procedure**

- A. Employees of this agency are prohibited from using agency devices for any unauthorized purpose including surfing the internet or participating in social networking sites. This section shall not be construed to prohibit employees from accessing the world wide web for purposes such as: Map services to assist in accident documentation, phone number lookups or other job related activities that utilize the internet.
- B. Employees of this agency are prohibited from using agency issued electronic devices for any purpose other than those commonly associated with their functions. For example:
  - 1. Department issued cameras are to be used for photographing evidence, documenting accidents, or other law enforcement job-related purposes specifically applicable to an agency function.
  - 2. Department issued laptop computers are to be used for accessing RMS, LPR Software, or other law enforcement job-related purposes specifically applicable to an agency function.
  - 3. Department issued cell phones are to be used for agency purposes only, not for world wide web access, social media, etc. Use of data plans provided by the agency for non-law enforcement related activities is prohibited.
- C. Employees of this agency who are issued cell phones shall not use the cell phones for non-work related world wide web access.
- D. Employees shall not download non-work related applications or otherwise modify their issued cell phones for personal use.
- E. Employees using an issued or personally owned electronic device while on-duty shall follow all applicable state laws governing the use of such devices if such

use occurs inside a city-owned or personally owned vehicle that is being operated on a public roadway.