



Use of Electronic Devices Policy	Related Policies: Social Networking Policy
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes: A.C.A. § 27-51-1504	
CALEA Standard:	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to ensure the safety of officers by providing complete information through the most effective means available and providing for the efficient operation of the department.
- II. **Policy:** It is the policy of this department to set forth the department rules and regulations regarding the use of departmental issued electronic devices as well as the use of personal electronic devices while on duty as a member of this department.
- III. **Procedure:** Use of electronic devices:
 - A. Departmental electronic devices may be provided to certain employees in order to enhance the efficiency of the department.
 - B. Departmental electronic devices shall only be used for departmental business except:
 - i. When a personal emergency exists and use of a land-line is not possible or practical,
 - ii. When an employee is required to work beyond their normal shift and family notification is necessary,
 - iii. When utilized to return calls which result from unidentifiable missed calls.
 - C. Officers should refrain from using personal or departmental electronic devices to relay information about a law enforcement incident where such information is better relayed via radio. The safety of all officers responding to an incident is of primary importance.
 - D. Operating a department vehicle. Except in an emergency when other official means of communication have been severed or when otherwise authorized by the Chief of Police or his designee, officers shall not operate a department vehicle while using an electronic device. Unless faced with such an emergency, all calls shall be made from a stationary position.
 - E. Officers will refrain from the use of electronic devices while on duty in public view unless conducting departmental business or such use is de minimis.

- F.** Use of any electronic device for department business is subject to administrative review.
- G.** Personal use of department electronic devices may result in reimbursement fees that will be set at a rate determined by the department.
- H.** Unauthorized electronic devices shall not be used for photographing crime scenes, evidence, accident, death scenes, etc. unless exigent circumstances exist and no camera is available. In no case will any photograph, digital or other media, be published in any manner outside of proper investigative practices.
- I.** Officers shall devote full attention to duty. As such, Officers will limit their use of personal electronic devices so their duties to the department are not compromised.
- J.** Employees who elect to carry electronic devices during work hours, department issued or personal, shall provide usage records during administrative investigations, when requested. These records shall be for the dates and times of working hours.
- K.** Employees shall produce personal and/or department issued electronic device records during administrative investigations regardless of the time of usage when the usage concerns an allegation of misconduct that is "directly, narrowly, and specifically related to the employee's performance of duty or fitness to perform."
- L.** All employees shall be aware that using personal electronic devices for departmental business and/or syncing personal devices with department devices (i.e. phones, computers, emails, calendars, etc.) may bring the employees private communications, as well as any data stored on a server, within the realm of a public record under Arkansas Law.