

Subject:	Cell Phones & Personal Electronic Devices	
Effective:	2/27/2013	Procedure
Update:		
Reference:	Lexipol 212, 342, 702	

PURPOSE

To establish the guidelines for the use of cell phones and personal electronic devices within the Santa Barbara County Public Safety Dispatch Center.

PROCEDURE

1. Any and all communications related to the workplace must be conducted via department approved devices; i.e., County telephone, Dispatch 911 Telephone System, Sheriff's e-mail, CAD (messaging and paging). Any device and records (personal or County owned) used for communication during the course of a dispatcher's shift is subject to discovery by prosecutors and defense attorneys as outlined in the Evidence Code. *Any employee utilizing any computer, Internet service, phone service, or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such a service, whether for business or personal use, shall remove any expectation of privacy the employee, sender, and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication.* Refer to the Santa Barbara County Sheriff's Office Policy Manual (i.e. Lexipol) Policy 212: Electronic Mail, Policy 342: Department Technology, and 702: Personal Communication Devices for details.
2. Personal cell phones must be on silent or vibrate mode while a dispatcher is working a radio or telephone console and are not to be used for voice communications (unless an emergency situation occurs). Texting only is allowed.
3. While working a radio or telephone console personal cell phones are not to be used to communicate with on duty personnel or for any official communication unless an emergency situation occurs.
4. Personal electronic devices that are allowed include personally owned laptops, I-pads, hand-held game devices and electronic books. Laptops will be placed in such a position as to not block the view of any of the monitors on the console (Phone, CAD and Radio).
5. All personal cell phones or electronic devices should be immediately put away, out of sight, any time visitors enter the dispatch center, including User Agency Staff and personnel.

6. The use of cell phones by dispatch management personnel and the Fire Duty Captains to conduct their business (i.e. speak with vendors or technicians when a hard line is not practical) are the only exceptions to this policy.
7. In the case of an emergency situation (interruption or loss of the 911 telephone system and/or county phone lines), the cell phones assigned to dispatch may be utilized at the consoles.
8. The Communications Manager will be notified as soon as possible of the failure of 9-1-1 or county phone lines.