

# ORANGE COUNTY SHERIFF'S DEPARTMENT



## S.A.F.E. Division

### DEPARTMENT ISSUED DEVICES: POLICY REMINDERS

The Department is in the process of issuing cellular phones to all sworn members of Patrol Operations. These devices will allow patrol personnel to access Department email, applications, and platforms to perform their duties effectively and efficiently in the field. The associated telephone numbers shall remain the sole property of the Department and the device shall be subject to inspection and/or monitoring at any time. All photos taken with these devices will auto-save to the Department's OneDrive with a time and date stamp.

Please familiarize yourself with the following policies:

*"Messages transmitted over a text messaging system must only be those that involve official business activities or contain information essential to Members for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department."* (Policy 212.4.3)

*"Sending or forwarding derogatory, defamatory, obscene, disrespectful, offensive, racist, sexually suggestive, harassing, or any other inappropriate messages via text message is prohibited and will not be tolerated."* (Policy 212.4.5)

*"Department media is defined as any form of video or audio recording, or photographs, captured by a Department owned recording device or a personal device, as authorized by policy 424.2."* (Policy 303.1.1)

*"Any device, regardless of whether it is Department-issued or personally owned, used for recording, documenting, or photographing in an official capacity may be subject to a discovery request, subpoena, or Public Records Act request."* (Policy 424.3)



*"Members are prohibited from using Department- issued or personally owned portable recorders and recording media for personal use. Any Member who uses a Department-issued or personally owned recorder for Department-related activities shall comply with the provisions of this policy, including retention and release requirements. Any Member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel."* (Policy 424.6)

Review the following list of applicable policies related to the use of Department Electronic Devices; however, this list is not all-inclusive.

Policy 303.5, Policy 424.2, Policy 424.3, Policy 424.4, Policy 424.7, Policy 424.9, Policy 702.2.2, Policy 802.1.1, Policy 1018.25, Policy 1018.55, and Policy 1055.8. These policies as well as those referenced above were also distributed via pamphlet with the Department cell phones upon issuance.

Exercise good judgement when utilizing Department technology. Always consider the ramifications of potential misuse when using a Department-issued cellular phone or device. Please contact your immediate supervisor if you have any questions.

