
	<b>GAITHERSBURG POLICE DEPARTMENT</b>			
	<b>Mobile Hotspot Devices &amp; Mobile Devices</b>			
	<b>GENERAL ORDER</b>	<b>619.5</b>		Related CALEA Standards:
	<b>Effective Date</b>	<b>08/15/2018</b>		
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE <b>08/15/2018</b>	

1. **Policy** - The policy of this department is to ensure Devices are used in accordance with City policy, Personnel Rules and Regulations Manual, Section 1105 (Information Technology Recourses Uses) and Section 509 (Work Rules), as well as to provide guidelines for the proper use of the devices.

2. **Definitions:**

2.1. **Mobile Device** – Within the context of this directive, the term “Mobile Device” and “Cellular Phone” will be referred to as Mobile Device or Device.

2.2. **Mobile Device Management (MDM)** – Within the context of this directive, the term “Mobile Device Management (MDM)” refers to a software program that allows access and management of mobile devices.

2.3. **Mobile Hotspot Device** – Within the context of this directive, the term “Mobile Hotspot Device,” is a device that allows connectivity to the internet.

3. **Procedures**

3.1. **Use of Device:**

3.1.1. Members of this department shall not utilize department-issued devices in a manner this is inconsistent, incompatible or in conflict with the values established by this agency or negatively affect its reputation and that of its officers.

3.1.2. All employees who are issued a mobile device by the department shall:

3.1.2.1. Ensure the devices are fully charged at the start of their work shift;

3.1.2.2. Use Personal Identification Number (PIN) security protection;

3.1.2.3. While on duty, keep the device on at all times except in those circumstances where it may be considered disruptive or distracting;

3.1.2.4. Keep the device(s) on their person, in their vehicle or close

enough to their person to monitor phone calls and voice messages; and

- 3.1.2.5. Be responsible for the proper care of the device and any accessories that were issued with the device.

### **3.2. Device Assignments:**

- 3.2.1. All officers will be issued a Mobile Device or Cellular Phone as part of their department issued equipment that is to be used in the course of their work duties. Officers shall:
  - 3.2.1.1. Receive training on the use of any department issued Device and associated policies; and
  - 3.2.1.2. Make reasonable efforts to use the Device for all digital evidence submissions.

### **3.3. Applications/Programs Installed on Devices:**

- 3.3.1. The department will implement and delete applications, programs and links based on the needs of the Department.
- 3.3.2. Digital Evidence: When reasonable and applicable all digital evidence will be captured and collected using the Axon Capture app on their device. For further details refer to General Order 1103.1 Digital Evidence.
- 3.3.3. Mitel Phone: Every officer has been assigned a personal work phone number to use for work related duties. You will be expected to sign into the Mitel app at the beginning of each shift. Officers will be responsible for setting up and maintaining their voice mail.
- 3.3.4. Officers may not operate patrol vehicles while using mobile devices unless emergency circumstances exist.

### **3.4. Lost or Stolen Devices:**

- 3.4.1. If lost or stolen, notify the appropriate Bureau Commander Promptly.
  - 3.4.1.1. An event report will be written, documenting the lost or stolen device and the Device will be entered into NCIC.
- 3.4.2. If a Device is broken or malfunctions:
  - 3.4.2.1. Notify the System Support Manager (SSM) or designee, via

email, describing the issue in detail and leave the Device with an explanation of the issue at the SSM's work area.

34.2.2. A replacement device will be issued by the SSM or designated person.