

## BLOOMINGTON POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURE

#### WIRELESS VOICE/DATA COMMUNICATIONS EQUIPMENT

Reviewed by: Lt. Joseph Butcher	Effective Date: January 7, 2010
Authorized by: Chief Randall McKinley	Revision Date:

#### PURPOSE

The purpose of this SOP is to establish written policy for the use of all wireless voice/data communications equipment by Bloomington Police Department employees.

#### PROCEDURE

1. Use of City owned wireless voice/data communications instruments:
  - a. Wireless voice/data communications equipment will be assigned to, and remain in the possession of the employee(s) most in need of the communication capability at any given time and are considered instruments that can be reassigned at any time in the Department's best interest.
  - b. The use of wireless communication equipment for data communication (i.e., text messaging or sending/receiving e-mail) while driving a Department owned vehicle is prohibited.
    - i. Using wireless communication equipment means typing and/or transmitting text communication or reading text communication while the vehicle is in motion.
    - ii. The use of mobile Data Computers (MDC) while driving a department owned vehicle is permitted if the MDC is required to conduct an inquiry into a law enforcement database system, or other authorized program and the Officer is not responding to a Code 2 or Code 3 call.
2. Personally-owned wireless communication devices
  - a. Personal use of a personally-owned wireless communication device while on duty must be limited to a reasonable amount.
    - i. The use of personally-owned wireless communication devices may not negatively affect the individual employee's work productivity or ability to effectively complete their duties.
    - ii. Excessive or improper use of an employee's personally-owned wireless communication device may lead to the termination of approval for the use of the equipment while on duty and could lead to disciplinary action.
  - b. Users of personally owned Blackberry devices will not be granted connection to the City network unless prior approval is granted.

- c. Except as provided for in labor relations agreement(s), the Department will not provide repair or replacement should the personally-owned equipment be lost, stolen, or damaged.
- d. The use of a personally-owned wireless communication device for data communication while driving a department vehicle is prohibited.

It is suggested that use of a wireless communication device for voice communications while driving either a personal vehicle or a department vehicle be done with the use of a hands-free device such as ear buds or a Bluetooth.