



USE OF DEPARTMENT AND PERSONAL
MOBILE PHONES/DEVICES
GENERAL ORDER #7.05

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Persons Affected: All personnel

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IACLEA Standards:

Revision History:

Replaces SUDPS General Order #7.01.1-S (6/10/08)

PURPOSE

The purpose of this Order is to provide Stanford University Department of Public Safety employees with guidelines and restrictions pertaining to the use of department and personal mobile phones/devices while on duty.

POLICY

The Stanford University Department of Public Safety (SUDPS) may issue department mobile phones and/or devices to its personnel to conduct official business communications. Departmental personnel who are issued a mobile phone/device shall be responsible for its control, use and care in accordance with this general order, General Order 7.03 Use of Department Computers, and in compliance with Stanford University's Administrative Guide sections 8.1.3 Provision of Mobile Equipment and Related Services, 6.2.1 Computer and Network Usage Policy and 6.3.1 Information Security.



Use of a mobile phone/device for personal reasons shall not infringe on an employee's work performance. Personal calls and extended conversations via text are to be restricted to times when an employee is on a break or meal period, absent a personal emergency. Employees who elect to use a personal mobile phone/device to conduct University business do so at their own risk and must comply with all relevant general orders and University policies.

PROCEDURE

A. MOBILE PHONE/DEVICE ACCOUNTABILITY

1. Department issued mobile phones/devices are the property of Stanford University. Personnel leaving employment with SUDPS shall return their issued mobile phone/device to the Department upon separation.
2. Any mobile phone/device that is used to conduct SUDPS or University business is required to have Stanford Mobile Device Management (MDM) service installed. Stanford University Administrative Guide 6.2.1 requires that users of information resources protect their online identity as well as the integrity of information resources. Administrative Guide 6.3.1 states each user is responsible for the use, access, transmission and storage of information resources.

Personnel are not to use their personal phone/device for University purposes or to collect law enforcement information without prior approval of the Director of Public Safety or his/her designee. Personnel should be aware that the use of a personal phone/device for work related matters could subject the contents of the phone to a discovery motion in a judicial proceeding.

3. When a department mobile phone/device or a personal mobile phone/device containing University business is lost or stolen, the employee shall immediately notify their supervisor. The employee and the supervisor who has been notified shall both be responsible for notifying the Business Operations Division (BOD) Manager. Prompt notification is essential so that the phone may, when possible, be locked, have its data erased, and/or be deactivated.

In addition to verbal notification, the employee shall submit an Employee Report (ER) to their supervisor. The employee's supervisor will retain a copy and send the original to the BOD Manager.

4. In the event that an employee with an assigned department mobile phone/device incurs additional charges (such as international charges) resulting from non-business use of the phone/device, the Department may seek reimbursement from the employee for the additional charges.
5. Any applications installed by the user on a Department issued mobile phone/device must have a work related business purpose.



B. ON-DUTY USE OF MOBILE PHONES/DEVICES

1. The Department issues mobile phones/devices to employees for the purpose of conducting department related business.
2. For the policy on Internet access via Department issued mobile phones/devices, refer to General Order 7.03 Use of Department Computers and Stanford University Administrative Guide 6.3.1 Information Security.
3. Employees must comply with all laws regarding the use of a mobile phone/device when operating a department vehicle. This includes the required use of hands-free devices such as speakerphones, earpieces, or headsets. California Vehicle Code section 23123(c) does allow for persons operating a motor vehicle to use a mobile phone/device for emergency purposes such as when requesting medical aid, law enforcement, fire department or other emergency services.

Section 23123(d) allows law enforcement personnel operating an authorized emergency vehicle as defined in Vehicle Code section 165 to use a mobile phone/device in the course and scope of their duties. Whenever using a mobile phone/device while driving deputies must carefully consider the benefits and risks. The exemption is not an excuse to avoid using a hands-free device.

4. Department issued or personal mobile phones/devices carried while in uniform must be carried in a pocket or securely attached to a duty belt in a holder/case that complies with duty belt uniform standards (see G.O. 10.01 Uniform and Equipment Standards). Mobile phones/devices shall not be worn attached to the exterior of the uniform shirt, jacket, or pant pockets.

C. USE OF PERSONAL MOBILE PHONES/DEVICES

1. While on duty, the use of personal mobile phones/devices should be kept to a minimum and limited to when on a declared break or meal period. Personal calls should be made out of view of the general public when working a detail or wearing a uniform. Employees carrying personal mobile phones/devices shall keep them out of public view and on vibrate/silent mode. A personal hands-free device associated with a personal mobile phone/device may not be worn in the anticipation of receiving or making personal phone calls unless the employee is on a declared break.
2. Personal mobile phones/devices should not be used to send or receive emails with confidential law enforcement information.
3. If an employee must use their personal mobile phone/device for business purposes and incurs additional charges including data charges, international call charges and/or international plan charges, the employee may ask to be reimbursed by the



Department for those additional charges. Requests for reimbursement should be forwarded to the BOD Manager through the employee's chain of command.

4. The authorization to carry or use a personal mobile phone/device may be revoked at any time by the Director of Public Safety or his/her designee.
5. Employees who elect to carry a personal mobile phone/device on duty do so at their own risk and shall comply with the provisions within this Order.