

UW Whitewater Police



Electronic Communication Devices

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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 9/5/2008	Revised Date: 8/18/22	Revision number: 4

I. Purpose

The purpose of this General Order is to provide guidelines and expectations for the use and possession of electronic communication device.

II. Definitions

Electronic Communication Devices: Any devices capable of receiving or transmitting voice, text or electronic media. This includes but is not limited to: cell phones, two-way radios, computers and any like devices.

III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that all departmental supplied and/or required electronic communication devices will be carried by its employees during their duty hours. Employees are also restricted on the use of personal electronic communication devices while on duty, during meetings, during trainings or when communicating with another person.

IV. Procedure

- A. Officers shall carry a department issued or authorized cell phone, if available, when assigned to patrol duties. This procedure should serve to improve communications between the on-duty police officer and others they may work with during the course of their tour of duty. Police Officers shall:
 - 1. Use their department issued or authorized phone to coordinate and accomplish department related business. The expectation is the officer will personally coordinate on and off-campus services, to the greatest extent possible, and not ask personnel assigned to the dispatch center to do so.
 - 2. This would include directly contacting other campus services including FP&M and University Housing whenever possible.
- B. While it is recognized that police officers can't be expected to directly make contact with other necessary resources in all circumstances, the intent of this procedure is to involve them in as much direct and personal communication as possible. This should serve to increase efficiency and the level of service to the community.

UW Whitewater Police

- C. Police officers while on duty shall:
 - 1. Ensure that cell phones are properly cared for and charged as necessary.
 - 2. Report any technical or operational problems involving the cell phones to a supervisor as soon as possible.
 - 3. Enter or remove commonly used phone numbers into the phone's memory.
- D. Department members should restrict the use of any departmental supplied electronic devices or approved personal use devices to times when it is safe to use them. Examples of times devices should not be used include operating departmental vehicles, acting as a safety officer or instructor at training, or while handling weapons.
- E. If a department member must answer a phone call while operating a vehicle they should answer the phone and advise the caller they are driving, to please wait while they pull over and then pull over to a safe location.
- F. Personally owned devices capable of only receiving publicly available music stations or playing recorded music are authorized within the employee's individual workspace or office, but shall not be utilized while on duty outside the police station.
- G. The carrying of personally owned electronic devices, cell phones, is authorized with the following rules and exceptions:
 - 1. Personal cell phones must remain on vibrate at all times.
 - 2. Personal cell phones may NOT be answered while in meetings, training or situations where communication is taking place with other individuals.
 - 3. Personal cell phones may NOT be on the firing range, within the range building is allowed.
 - 4. Personal cell phones may be restricted in other situations deemed appropriate by supervisor or lead worker.