

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

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| Chief of Police: Steve Pitts | | |
| General Order No: E-161-11 | Issued: August 3, 2011 | Supersedes: 4/420.000 |
| General Order Title: USE OF COMMUNICATION DEVICES | | |

I. POLICY

The purpose of this policy is to provide police department employees with clear guidance for the use of electronic communication devices to include, but not limited to, cellular phones, smart phones, radios and computers while driving. This policy is intended to ensure that all communication devices are used in a safe and productive manner. This policy is not intended to govern communications that are necessary to protect life and property.

The Reno Police Department is committed to the safety of its employees and the prevention of workplace accidents and injuries. Research has proven that utilizing cellular phones or similar devices while driving is a distraction and can be extremely dangerous. This policy is intended to reduce the potential for accidents or injury. Violation of this policy will subject employees to disciplinary action.

II. DEFINITIONS

Electronic Communication Device – an electronic device used for mobile telecommunications, text messaging or data transmission.

III. PROCEDURES

ELECTRONIC COMMUNICATION DEVICE USE WHILE DRIVING, OPERATING EQUIPMENT

- A. Employees are prohibited from using electronic communication devices while driving any vehicle, unless he or she is acting with the course and scope of his or her employment.
- B. When driving a vehicle, employees shall handle non-work related incoming calls or communications (texts) as follows:
 - 1. Allow voicemail or e-mail to handle calls or communications and return the call or communication when it is safe and appropriate to do so.

2. Pull off of the road at a safe and legal location, stop the vehicle/equipment and utilize cell phone or handheld device appropriately.
- C. Employees should operate the MDT in a safe and prudent manner. Entering data into the MDT should be done with the vehicle stopped in a safe location whenever possible. Viewing information on the MDT should be done in a manner that does not interfere with the safe operation of the vehicle or compromise the safety of the employee.

PERSONAL COMMUNICATIONS

- A. Employees will not initiate or respond to personal calls or communications, including text messages while in the performance of their duties if these activities are disruptive, interfere with productivity or compromise safety in the workplace.

BUSINESS AND OPERATIONAL COMMUNICATIONS

- A. Employees who have been issued a cell phone or receive a cell phone allowance to conduct City business shall utilize their cell phone or handheld device in a professional and safe manner. In specific limited circumstances, hands-free devices may be approved for use by employees who respond to emergency calls and/or critical city business.