


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 019-A		<b>TITLE:</b> Cellular Phones	
<b>EFFECTIVE DATE:</b> August 19, 2009	<b>NO. PAGES:</b> 1	<b>REVIEWED/REVISED:</b> August 26, 2020	
<b>REFERENCE:</b> CALEA 81.2.9		<b>RESCINDS:</b>	
 <b>Sheriff of Monroe County</b>			

- I. **PURPOSE:** The purpose of this order is to establish policy and procedures for the issuance and use of cellular phones.
- II. **POLICY:** It is the policy of Monroe County Sheriff's Office (MCSO) that cellular phones be issued to positions in which it may be necessary to conduct business from remote locations.
- III. **PROCEDURE:**
  - A. **Criteria for Issuing Cellular Phones**
    1. The Undersheriff will determine which positions will be issued a phone.
    2. The list of positions authorized to receive phones will be forwarded to the Finance Department, and phones will be issued accordingly.
  - B. **Phone Restrictions**
    1. Phones issued by the agency are for official work purposes. Personal use is discouraged.
    2. Calls to directory assistance (411) are discouraged. Employees are subject to reimburse MCSO for any charges related to directory assistance.
    3. Employees who are issued a phone and abuse their phone privileges or use the phone for non-work related matters, may be required to reimburse MCSO for any charges
    4. Issued phones are not to be used to conduct any income-making business the employee may be involved in.
    5. Issued phones are not to be used to conduct any illicit or illegal activity.
  - C. **Public Records**
    1. Records pertaining to MCSO business transactions are a matter of public record and subject to disclosure as provided within FSS 119.011. This applies to records associated with mobile data communications regardless of device or data plan ownership.
    2. MCSO business conducted on wireless communication devices owned by members or issued by the sheriff's office is subject to public records disclosure. All members are responsible for ensuring their public records are archived.
    3. All non-transitory business text messages and photographs will be archived on the member's phone regardless of whether the wireless communication device is personally owned or issued by MCSO.