**Section 100 – Management & Administration**

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| General Rules & Administration - 100 | | | |
| S.O.P # 100.12 | **Mobile Device Usage Policy** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.12.01 Purpose**

The purpose of this SOP is to advise personnel of the policy and guidelines regarding the use of mobile devices while on duty.

**100.12.02 Definitions**

For the purpose of this SOP the following definitions shall be applied:

1. **App:** An application, especially as downloaded by a user to a mobile device.
2. **Mobile Device**: A mobile device shall be considered a cellular phone, smart phone, tablet or any combination thereof.
3. **Use**: Use implies the act or practice of employing something, the fact or state of being used, and or a method or manner of employing or making application of something (specifically for this SOP, a mobile device).

**100.12.03 Policy**

1. The use of mobile devices is prohibited while responding to and from calls for service.
2. The use of mobile devices is prohibited while providing and/or rendering patient care.
3. The use of mobile devices is prohibited while transitioning a patient to the hospital and on active incident scenes/locations.
4. Employees are prohibited from using mobile devices for any purpose while driving on JCEMSD authorized or related business. Should an employee need to make a call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make calls. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device.
5. District related business conducted on personal mobile devices may be subject to disclosure under Oregon’s Public Record laws, ORS Chapter 192 incorporated by reference.

**100.12.04 Exceptions**

The exception to the aforementioned policy is the use of mobile devices in the direct performance of patient care such as medical consultations and the use of a mobile device app for the acquisition of directions to an incident location/destination.

**100.12.05 Duty Officer Cell Phone**

1. The Duty Officer Cell Phone will be carried by the on-duty Officer at all times that he/she is on duty.
2. The Duty Officer will answer all calls when it is safe to do so. If the Duty Officer is unable to answer the cell phone, they will call the caller back when they are able.
3. The Duty Officer cell phone is not to be used for personal use.
4. Nothing will be downloaded (apps, etc) onto the cell phone without permission from the Chief.