

WOLFEBORO POLICE DEPARTMENT

SOP 7.7

Date Issued: 12/27/2019

Review: 03/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

ELECTRONIC COMMUNICATION DEVICES

POLICY

This directive establishes the policy for the use of wireless devices issued by the Town of Wolfeboro to employees of the Wolfeboro Police Department, including but not limited to smart phones, and other wireless device.

PURPOSE

To establish policies and procedures for the authorization, assignment, management, use, and reimbursement of service for electronic communication devices by Wolfeboro Police Department employees.

RESPONSIBILITIES

Supervisors will ensure directives are implemented and administered in compliance with the approved policy. Each supervisor will manage, monitor, and control the use of wireless devices and/or the provision of a wireless device allowance for employees within the department.

All employees will reimburse the Town of Wolfeboro for all non-business use of wireless devices if there is an increased cost to the city for the use of the phone in excess of the monthly usage plan cost.

All employees are responsible for the enforcement of this policy. Employees are fully responsible for the cost-effective use and care of the device.

Action

Authorized Use of Wireless device

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Electronic Communication Devices

The Wolfeboro Police Department authorizes the assignment and use of wireless devices as a tool of productivity for the purpose of communicating official business when other means of communication are unavailable, impractical, or inappropriate.

The Chief of Police, or his/her designee, is authorized to assign wireless devices or provide an allowance to employees who the department determines has a bona fide need for the use of such equipment; according to the provisions of this policy.

Authorized users are responsible for all actions associated with the use of their assigned accounts and are prohibited from providing access to their account to another individual.

In the event that permission is granted, the assigned account user is accountable for actions taken by the individual using their account.

Unauthorized use will result in appropriate disciplinary action, up to and including termination of employment.

Device must be password protected and may require configuration with the necessary controls and security features before being used for official business.

Sensitive information should not be kept on the device, unless encrypted.

Unacceptable Usage

The following activities are unacceptable and are prohibited when using electronic devices. The list below is not exhaustive but attempts to provide a framework for activities that fall into the category of unacceptable and prohibited use.

1. Unlawful activities;
2. Personal gain;
3. Fraudulent offers;
4. Intellectual property infringement;
5. Discrimination;
6. Insensitive language;
7. Harassment;

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8. Profanity; and
9. Objectionable material.

Damaged, Lost or Stolen Devices

If the wireless device is damaged, lost, or stolen, the Town employee may be responsible for the cost to repair or replace the unit if deemed it is the responsibility of the employee to do so.

If the wireless device is damaged, lost, or stolen, a Wolfeboro Police incident report will be completed along with any other necessary jurisdictional reports.