



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER USE OF CELL PHONES



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To: All Deputy Sheriffs & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order # 05-189- Use of Agency Issued and Personal Cellular Telephones

**PURPOSE:** The purpose of this General Order is to establish guidelines with respect to the usage of agency issued cellular telephones along with the use of personally owned cell phones while on duty.

**I. POLICY.**

It shall be the policy of the Sheriff's Office that any cellular telephone issued to a member of this agency shall be used in accordance with generally accepted practices and in accordance with any applicable New York State Law. Those members who have been issued cell phones will be held responsible for their proper care and use.

**II. PROCEDURE.**

- A. Cell phones issued to agency members, members of the Investigative Unit or members of the Narcotics Unit shall be used to further enhance the capabilities of the employee. Cell phones supplied to any agency member shall be issued so that such member may be reached during on and off duty hours.
- B. Members shall use such cell phone in accordance with their required duties.
- C. In the event that a cell phone has been used beyond the allotted monthly use of minutes, the user shall be responsible for explaining such over use.
- D. The user shall be responsible to submit a written explanation for review if the overage was related to either employment or non-employment usage.
- E. The employee may be held responsible to pay such excess usage.

**III. REVIEW OF BILLING FOR CELL PHONES.**

- A. Cellular telephone bills shall be reviewed to ensure that all usage is conducted in a manner that is consistent with the guidelines of this policy.

IV. USE OF PERSONALLY OWNED CELL PHONES WHILE ON DUTY.

- A. All agency members should refrain from conducting personal business while on-duty, including utilizing their personally owned cell phone, except while on break or meal period.
- B. All agency members will familiarize themselves with the New York State Vehicle and Traffic Law Section 1225-c and comply with the elements therein.