

	LOM 1.19 Portable Electronic Device policy	
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	<i>Revision #: 1</i>	<i>Issued Date: 12/18/2018</i>
	<i>Document Manager: John Bowen</i>	<i>Approved By: Jeffrey Nye</i>

1.19 Portable Electronic Devices

The purpose of this policy is to outline where and when devices capable of two-way communication (calls, text messages, or other notifications) may be used whether state issued or privately owned. This will help ensure quality of analytical analysis, workplace safety, and workplace professionalism. It outlines when and where these devices may be used in the laboratory and at crime scenes.

1.19.1

Any device capable of two-way communication (calls, text messages, or other notifications) which would include phones, smart watches, or similar emerging technology are not allowed in the laboratory processing, analytical, or instrumental areas. The use of devices capable of two-way communication is acceptable in office areas, break areas, conference/training rooms, and other common areas.

1.19.2

The use of devices capable of two-way communication is not allowed in crime scene areas. Staff members may carry devices capable of two-way communication within crime scene areas in case of emergencies; however, they shall be carried under personal protective clothing or PPE and must be kept off scene surfaces to minimize the risk of contamination. In the event of a call, the employee must remove PPE and leave the crime scene processing area to receive or make a call.

1.19.3

Staff members who perform administrative and clerical duties should schedule personal calls during breaks to not affect work-related duties. Personal calls shall not be made or accepted when providing customer service, e.g. receiving and returning evidence.

1.19.4

Staff members shall not text message, read or respond to email, or use the internet while operating a department vehicle or if utilizing a personal vehicle for state business. Staff members shall limit conversations on cell phones to department business while operating department vehicles or personal vehicles for state business. Staff members are strongly encouraged to avoid driver distractions by stopping the vehicle they are operating in a safe location to handle matters. See Official Order 21.

1.19.5

Use of portable cell phone and smart device cameras is not permitted for photographing evidence in the laboratory or at crime scenes without prior supervisor approval, except for the carrying out of official business, e.g. training purposes, instrumental troubleshooting, or documenting laboratory accidents.

1.19.6

Music-only devices (e.g. iPod, MP3 player, radio, etc.) are permitted in laboratory and non-laboratory workplaces when they are approved by the Laboratory Director and/or Unit Supervisor, and they do not interfere with any staff member's ability to perform their duties or casework. Portable radios must be located on a shelf or table away from the testing area to not become contaminated. The audio volume shall be such that it is kept at a professional level.

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1.19.7

Headphones or earbuds may only be worn in analytical areas if attached or synced to a music-only device (e.g. iPod, MP3 player, radio, etc.) and not to a device capable of two-way communication (calls, text messages, or other notifications). The music-only device shall be carried under personal protective clothing or PPE. Manipulation of the device to change stations, songs, or adjust the volume shall only occur when the employee removes PPE and leaves the analytical area to minimize the risk of contamination. Headphones or earbuds shall not have dangling wires or other accessories that may pose a contamination issue or safety hazard. The use of headphones or earbuds is not allowed while interacting with customers.

1.19.8

Playing electronic games, accessing social media sites, streaming TV or movies using enhanced mobile-phone or tablet technology along with instant text or video messaging must be limited to breaks, and shall adhere to Official Order 21.