

## POPE SECURITY & INVESTIGATIONS, LLC-PSI

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TITLE	:	Personal Cell Phone/I-phone/ I-pod usage
GENERAL ORDER NUMBER	:	006
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	Security Officers

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### I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for personal cell phone/I-phone/I-pod use in PSI operations.

### II. POLICY

Cell phones are allowed on your person for emergency situations or to check in at your post if you do not have a radio. That does not mean an officer is allowed to talk on their phone for the duration of their assigned duties. Phone calls should be kept to a minimum and the length of call should be no longer than two to three minutes. When possible, ear buds should be used instead of the officer having their phone stuck to the side of their head. Most importantly, this distracts the officer from their surroundings as well as it being unprofessional. I-pods are not allowed at anytime on any post for any reason.

These are safety issues that can cost you your life. If you are not aware of your surroundings then how can you be making an area safe for the customer and/or the public?

Any employee who violates this policy or procedure while off-duty will be subject to disciplinary action.

### IV. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.