

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 60.7

REVISED SEPTEMBER 2018

ON-DUTY USE OF CELLULAR TELEPHONES AND PERSONAL ELECTRONIC DEVICES – COMMUNICATIONS CENTERS

1. PURPOSE. The purpose of this General Order (GO) is to establish policy for the on-duty use of cellular telephones and electronic devices in the Department's communications centers.

2. POLICY.

a. Cellular Telephones.

(1) A Public Safety Dispatcher/Operator (PSD/PSO) shall not allow the use of their personal cellular telephone to interfere with or hinder their work performance while performing dispatching duties or on the operations floor. If circumstances exist where special consideration is warranted, the PSD/PSO shall obtain permission from the on-duty supervisor or designee for use of the item.

(2) Cellular telephones allowed on the operations floor shall be set on silent/vibrate mode at all times. Calls shall not be answered on the operations floor unless exigent circumstances exist and approval from the on-duty supervisor or designee has been obtained.

b. Personal Electronic Devices.

(1) Public Safety Dispatchers/Operators shall not allow the use of personal electronic devices to interfere with or hinder their work performance while performing dispatching duties or on the operations floor. If circumstances exist where special consideration is warranted, the PSD/PSO shall obtain permission from the on-duty supervisor or designee.

(2) The use of personal electronic devices by any employee shall not interfere with or interrupt the work performance of other employees.

(3) Departmentally owned televisions and DVD players permitted on the communications centers' operations floor shall be used for monitoring news channels, training, traffic monitoring, and other work-related uses.

c. All trainees, including those in remedial training, are not allowed to have or use any personal electronic devices and/or cellular telephones while engaged in classroom training and/or training on the operations floor.

d. The Area commander maintains discretion related to the on-duty use of cellular telephones and/or personal electronic devices.

e. Utilizing cellular telephones and/or personal electronic devices for the unauthorized distribution, receiving, or viewing of audio, visual, or photographic recordings obtained during the course of employment is prohibited.

f. On an annual basis, employees shall review GO 60.7 and sign the CHP 67, Receipt of General Order 60.7 Policy Review. (Refer to Annex A.)

OFFICE OF THE COMMISSIONER

ANNEX A

OPI: 048

ANNEX A

CALIFORNIA HIGHWAY PATROL RECEIPT OF GENERAL ORDER 60.7 POLICY REVIEW

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL RECEIPT OF GENERAL ORDER 60.7 POLICY REVIEW CHP 67 (New 8-13) OPI 048		
NAME Annie B Driver	CLASSIFICATION Public Safety Dispatcher	
COMMAND (DIVISION, AREA) Valley, Sacramento Communications Center	LOCATION CODE 214	
This is to acknowledge I have received, reviewed, understand, and accept the conditions outlined in General Order 60.7, On-Duty Use of Cellular Telephones and Personal Electronic Devices, Communications Centers, revision dated 09/07/2018 .		
EMPLOYEE SIGNATURE	I. D. NUMBER A55555	DATE 09/07/2018
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