



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Agency Issued Cellular Devices

Distribution:	All Agency	Policy Number:	ADM 1106		
Responsible Unit:	Information Technology	Rescinds:	<i>New Policy</i>		
Original Issued Date:	04/07/23	Revision #:	2	Latest Revision Date:	03/03/26
Required 3-Year Review Completed:	03/03/26	Next Review Due:	03/31/29		

1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines regarding the use of Agency issued cellular devices.

2. Policy

All HCSO employees will use Agency issued cellular devices in a manner that conforms to this policy.

3. Definitions

AGENCY ISSUED CELLULAR DEVICE: cellular telephones, tablets (iPads, surfaces, **Mobile Wi-Fi hotspot (MiFi)**, etc.) and any such device designed to record, transmit, and/or receive voice communications, text, emails, sound, video, or photographic images.

TEXT MESSAGING: the act of using any texting application to send and receive messages that are text, video, or photo based instead of verbal.

OBSCENE MATERIAL: material that the average person, applying contemporary community standards, would find, taken as a whole, appeals to the prurient interest.

APP: a cellular application, most commonly referred to as an app, is a type of application software designed to run on a cellular device, such as a smartphone or tablet.

4. Procedure

A. General

1. Agency issued cellular devices will be provided by Information Technology (IT) to all designated HCSO employees as authorized by Division Commanders or Civilian Directors via **form AS-023**.
2. Employees shall have no expectation of privacy regarding any communication made with or stored in or through the agency issued cellular device.
3. In accordance with this policy, supervisors are authorized to conduct an administrative inspection of electronic files and downloaded applications without prior notice, consent, or a search warrant, on issued devices that have been used to conduct HCSO related business.

B. User Responsibilities

1. Employees will ensure the agency issued cellular device is charged and fully operational while on duty.
2. While on duty, on-call status, or directed by the employee's supervisor the employee will keep the issued phone "on". In circumstances where it may be considered disruptive or a distraction, the cell phone should be placed on silent or vibrate.
3. Use of the Agency issued cellular device should not interfere with the performance of the employee's job responsibilities, activities of other HCSO employees, or involve unprofessional behavior and/or illicit purposes.
4. Will comply with IT guidance concerning "apps" downloaded on the Agency issued cellular device.
5. Will notify IT and their supervisor of any damage, loss, or theft of device immediately.
6. Employees may keep their Agency issued smartphone when receiving a replacement or upon separation of employment, provided they are in good standing.
 - a. The smartphone must be **factory reset** and cleared of system data before being returned to the employee.
7. **Employees required to remain reachable via Agency smartphone during international travel must notify both IT and their supervisor in advance.**

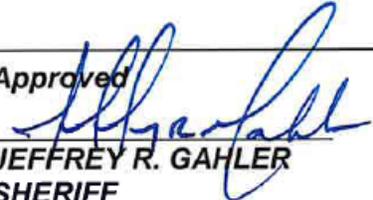
C. Prohibited Acts

1. Creating, copying, observing, or distributing offensive or disruptive communications, including those which contain any sexual content or sexual implications, racial slurs, gender-specific comments, or any other content that offensively refers to a person's race, creed, religion, physical or mental disability, color, sex, national origin, age, occupation, marital status, political opinion, gender/sexual orientation, or any other protected group.
 - a. Exceptions: While conducting official investigations.

5. Summary of Changes

- A. **On 03/03/26 the Agency 3-year policy review was conducted and the following revisions were made:**
 1. **Under Section 3. Definitions AGENCY ISSUED CELLULAR DEVICE, included the reference to Mobile Wi-Fi hotspot (MiFi).**
 2. **Under Section 4.A.1 General, clarified that form AS-023 will be used to authorize Agency issued cellular devices by Division Commanders or Civilian Directors.**

3. Under Section 4.B.6.a User Responsibilities, clarified that employee issued smartphones must be factory reset and cleared of system data before being returned to the employee.
4. Under Section 4.B.7 User Responsibilities, added text to indicate that employees required to remain reachable via Agency smartphone during international travel must notify both IT and their supervisor in advance.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 3/4/26