

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 052
SUBJECT: CELLULAR PHONE**

I. PURPOSE:

To provide guidelines in the use of cellular phones within the agency.

II. POLICY:

It is the policy of the Fairfax County Sheriff's Office that cellular phones issued by the agency are to be used in accordance with established Department of Information Technology (DIT) standards.

III. PROCEDURE:

A. Reviewing Cellular Billing

1. It shall be the responsibility of the Information Technology Branch to review the monthly billing for all cellular phones.

B. Incidental Personal Use

1. Incidental personal use of all electronic communications devices systems or services is restricted to Fairfax County authorized users.
2. Incidental personal use shall not intentionally introduce risk to county data (e.g. posting or revealing sensitive, confidential, internal use or other data unauthorized for release to internet web sites, chats or blogs, attached to e-mail correspondence in unencrypted form, disabling anti-virus software, downloading malicious software, etc.).
3. Incidental personal use shall not be illegal or otherwise prohibited by existing law, regulations, or policy.
4. Incidental personal use shall not interfere with business requirements or the performance of an employee's work duties.
5. Incidental personal use shall not consume a substantial amount of bandwidth or processor time on operational systems.
6. Incidental personal use shall be in accordance with all other applicable DIT standards.

B. Cellular Phone Safety

1. Cellular phone use should be kept to a minimum while operating county vehicles.
2. Cellular phone use by the vehicle operator, while the vehicle is in motion, shall be conducted only while acting in an official capacity as provided in [VA Code § 46.2-1078.1. Use of handheld personal communications devices in certain motor vehicles; exceptions; penalty.](#)
3. If possible, another staff member should place the call, in place of the vehicle operator.

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05/03/04
DATE APPROVED

05/31/19
EFFECTIVE DATE

A handwritten signature in black ink that reads "Stacey A. Kincaid". The signature is written in a cursive, flowing style.

STACEY A. KINCAID
SHERIFF

Revised: May 2004, August 2017, October 2017, May 2019