



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

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## Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.15	<b>Mobile Device Usage Policy</b>	PAGE: 1 OF 1
EFFECTIVE: 06-03-04	Approved: John Filer, Chief	
REVISED: 08-30-16	Approved: William Stephens, Director	

### 100.15.01 Purpose

The purpose of this SOP is to advise personnel of the policy and guidelines regarding the use of mobile devices while on duty.

### 100.15.02 General

This SOP is a departmental adjunct to the County's *Mobile Device Policy, SOP# FAS.5.003*.

### 100.15.03 Definitions

For the purpose of this SOP the following definitions shall be applied:

1. **App** - An application, especially as downloaded by a user to a mobile device.
2. **Mobile Device** - A mobile device shall be considered a cellular phone, smart phone, tablet or any combination thereof.
3. **Use** - Use implies the act or practice of employing something, the fact or state of being used, and or a method or manner of employing or making application of something (specifically for this SOP, a mobile device).

### 100.15.04 Policy

1. The use of mobile devices is prohibited while responding to and from calls for service.
2. The use of mobile devices is prohibited while providing and/or rendering patient care.
3. The use of mobile devices is prohibited while transitioning a patient to the hospital and on active incident scenes/locations.
4. Personnel should use a hands free device in conjunction with their mobile device while operating a motor vehicle.

### 100.15.05 Exceptions

The exception to the aforementioned policy is the use of mobile devices in the direct performance of patient care such as medical consultations and the use of a mobile device app for the acquisition of directions to an incident location/destination.