



Departmental Standard Operating Procedure (DSOP)

DSOP No. 16-01

Effective: 5-4-2016

SUBJECT: USE OF PERSONAL CELLULAR TELEPHONES AND OTHER PERSONAL ELECTRONIC DEVICES

PURPOSE and SCOPE:

The purpose of this Departmental Standard Operating Procedure (DSOP) is to establish a uniform policy for Miami-Dade Aviation Department (MDAD) employees regarding the use of personal cellular telephones and other electronic devices while on duty.

I. AUTHORITY:

- A. Operational Directive No. 99-03, Aviation Department Written Directive System
- B. Departmental Operating Procedures No. 00-02, Written Procedures for MDAD Units
- C. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations
- D. Miami-Dade County Implementing Order 6-8, Use of Cellular Telephones and Similar Wireless Devices While Operating County Vehicles
- E. Miami-Dade County Administrative Order 5-5, Acquisition, Assignment and Use of Telecommunication Devices and Network Resources

II. DEFINITIONS:

- A. Cellular telephone: A personal communication device connected to a wireless network providing voice communication, short message service (SMS), multimedia message service (MMS), and, in some instances, may provide web browsing capabilities and email.
- B. Other Personal Communication Device: These devices include, but are not limited to, personal computers, tablets, hand-held gaming devices, digital music players, etc.

III. POLICY:

The Miami-Dade Aviation Department (MDAD) recognizes that the use of personal cellular telephones and other communication devices, as defined above, may be required, from time to

Departmental Standard Operating Procedure (DSOP)

DSOP No. 16-01

Effective: 5-4-2016

time, for personal purposes and in emergency situations during working hours. However, employees should restrict the use of these devices so as not to interfere with the execution of respective employment duties, distract others in the workplace, detract from the Department's image, present a safety hazard, or for any other reason deemed inappropriate. As such, use of these devices should be limited to employee breaks, meal breaks, and emergencies. Please note that this policy does not apply to the use of County issued cellular telephones for operational purposes.

In addition, use of the camera function on these communication devices, or any other camera device, to take or transmit digital images at any time while on duty is strictly prohibited to protect the safety and security of the airport. Employees whose duties and responsibilities include photography and the Department's social media channels are exempt from this prohibition.

Further, under no circumstances should an employee use a cellular telephone, whether personal or Department issued, when operating a County-owned or County-leased vehicle or any other County-owned mobile equipment unless a hands-free device is used.

Employees who violate the policy as stated above will be subject to disciplinary action up to, and including termination of employment.

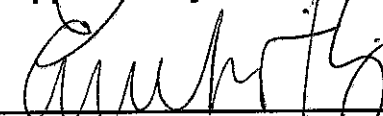
IV. CROSS REFERENCE:

Department Operating Standard Procedure (DSOP) 02-03, Computer Resources and Telecommunications Systems

V. REVOCATION:

Effective on the date this DSOP is signed by the Aviation Director, Standard Operating Procedure (SOP) 01-02 is hereby revoked.

Approved By:



Emilio T. González, Aviation Director

Date: May 4 2016