

LIVINGSTON COUNTY CELLULAR PHONE POLICY

RESOLUTION #2010-05-155

LIVINGSTON COUNTY, MICHIGAN

APPROVED: MAY 3, 2010

PURPOSE: The purpose of this policy is to establish uniform administrative procedures and regulations for the acquiring ~~and maintaining~~ cellular telephone equipment and service. ~~This~~ Policy also establishes guidelines to be followed by Elected Officials and Department Directors in authorizing cell phone equipment to employees.








AUTHORITY: Board of Commissioners Resolution No. #2010-05-155
Livingston County Administrator, IT Department.

GENERAL STATEMENT: The basic guideline of this Policy shall be to provide employees with efficient, cost-effective cellular telephone equipment and services. Cell phones will be issued where there is a demonstrated need for such equipment to perform essential County business or to improve safety, increase productivity, increase service to the public or in a situation which communication cannot be provided by any other means.

APPLICATION: This Policy also establishes guidelines to be followed by Elected Officials and Department Directors in authorizing cell phone equipment to employees.
~~The procedures outlined in this Policy are to apply to all County owned, rented and/or leased cell phones.~~

RESPONSIBILITY: The authority to assign or request equipment and authorize use for County business ~~and the administration of this policy~~ is the responsibility of Elected Official/Department Directors subject to review by the County Administrator. Cell phone assignment shall be made by request only upon the approval of the appropriate Elected Official/Department Director within the below guidelines and upon completion of the "Cellular Telephone Request" form and documentation of budgetary appropriation.

Criteria: ~~Elected Officials/Department Directors shall use~~ It the following evaluation criteria will be used to determine the ~~eligibility~~ need for a County issued cellular mobile device ~~phone~~:


-  The communications needs of the employee cannot be ~~met~~ with other available alternatives, such as ~~a paging device~~, a radio or standard telephone equipment.
-  The employee is subject to frequent non-scheduled after hours call back.
-  The nature of work assigned is critical to the operation of the County and immediate response is required.
-  The position is subject to accessibility and is classified as Department Director or higher.
-  The position requires confidential communication.
-  The Department has funding available to acquire the equipment and pay for the monthly service.
-  In those instances where call back is rotated among a defined group, a single cell phone is to be circulated as schedule dictates.


In those instances requiring confidential communication is required while during normal work schedule, a cell phone shall be rotated among on-duty personnel and not assigned for after hours personnel usage.


~~NOTE: BLACKBERRY TYPE DEVICES SHALL ONLY BE ISSUED TO NON-ELECTED EMPLOYEES ON A CASE-BY-CASE BASIS AT THE DETERMINATION OF THE COUNTY ADMINISTRATOR.~~

POLICY

- County owned cellular mobile devices ~~phones~~ may be issued to an employee for use of Official County business only. Content of communication shall be lawful, appropriate and business-oriented.
- No individual may enter into a contract ~~for personal cell service or~~ on behalf of the County.
- All Cell phone equipment will be ordered through the IT Department, after receipt of the "Cellular Phone Request Form," from the Elected Official/Department Director.
- All requesting Departments will have choice of selected cell phones ~~and/or blackberry devices~~, upon demonstrating a need consistent with the terms of this Policy.
- ~~All County cell phones will be issued 200 cellular minutes, voicemail, unlimited direct connect if offered.~~
- Cell phones will be issued with a standard case, wall charger, and car charger by IT and the cost will be charged back to the department.
- ~~County issued cell phones or related equipment must not be permanently installed in private vehicles~~
- Any malfunctions in equipment must be reported directly to the Department IT contact who will then report it to the IT Department.
- All repairs will be done by DESIGNATED service vendor only and must be initiated through the County IT Department.
- Lost/Stolen equipment or irreparably damaged cell phones will be replaced at Departments expense. Departments are required to report any theft or loss of cellular phones to IT Department within 72 hours of incident so service can be deactivated.
- All ~~information and~~ data contained on any equipment issued pursuant to this Policy remains the property of Livingston County
- It is the Department's responsibility to notify IT Department immediately of terminations so service may be discontinued.
- ~~Cellular modile devices/plans cannot be traded or transferred to another County employee. ef changes in users or the discontinuance of service.~~
- DRIVING: Use of cell phone while driving is not allowed unless using Bluetooth wireless equipment. The County will not supply Bluetooth equipment). ~~if your cell phone rings while driving, allow your voicemail to take the message and retrieve the message when you are parked.~~

 IT will charge back departments full cost for their employees' cell phone equipment as incurred and cellular services on a monthly basis. ~~pay initial cell phone bill and will be reimbursed by each Department via line item transfer line 851.~~

 Misuse of County equipment is strictly prohibited and violation of this policy may result in discipline up to and including immediate discharge, and where appropriate civil and/or criminal liability.

 Elected Officials/Department Directors ~~shall review monthly statements and be~~ are responsible for monitoring employee usage and should be prepared to explain unusual usage with the County CIO, or designee. ~~reimbursement per the following requirements:~~

 ~~The County shall be reimbursed for costs which result in additional costs beyond the 200 minute authorization.~~

 ~~Unauthorized web usage and download fees~~

 ~~Text plans are NOT included on County issued phones any text charges will be billed to employee direct at current rates.~~


 ~~Directory Assistance will be limited to 5 calls per month. Additional calls will be billed direct to the employee at current rates~~

Formatted: Indent: Left: 0", Hanging: 0.38", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.38", Left + Not at 0.5"

SPECIAL PRACTICES PROHIBITED SECURITY CONTROLS

 ~~The operation of a County owned cell phone will not be used for any illegal acts.~~

 ~~The operation of any County owned equipment, in the conduct of County business, which results in the violation of any Federal or State or Local law, rule or ordinances.~~

 ~~The operation of any equipment in such a manner that could result in property damage or bodily injury either to the County or to the public due to careless or negligent operation on the part of the employee.~~

The cellular mobile device is not considered a secure device. It is recommended that only non-confidential information be stored on the device. For County owned devices that contain sensitive data, the password protection feature for the device must be enabled.

RESOLUTION #2010-05-155

APPROVED: MAY 3, 2010

S:\WP\Policies\Cell Phone Policy 2010.doc



CELLULAR PHONE REQUEST FORM

DEPARTMENT: Name of Department

NAME OF EMPLOYEE: Name of Employee Requesting Phone

POSITION: Position Title of Employee Requesting Phone

JUSTIFICATION FOR CELL PHONE/BLACKBERRY: Brief Explanation / Justification for Need of Phone

ELECTED OFFICIAL / DEPARTMENT DIRECTOR AUTHORIZATION: Brief Authorization for Need of Phone

Department Director Authorization

Date

County Administrator Authorization
(Blackberry type devise)

Date

IT USE ONLY:
PHONE TYPE:
PLAN:
MONTHLY CHARGES: