

**SECTION 5A
CELLULAR TELEPHONE POLICY
Resolution No. R-50-03**

1.0 PURPOSE

The purpose of the Cellular Telephone Policy is to outline criteria for the purchase and use of cellular telephones, and to establish guidelines for reimbursement by employees for personal use of County cellular telephones.

2.0 POLICY

It is the policy of Adams County to provide employees with efficient, cost effective telephone communication equipment and services. The purchase and utilization of cellular telephones shall be limited to the requirements and specifications contained in this guideline. The policies and procedures of this guideline apply to all County departments.

3.0 ACQUISITION

The acquisition of cellular telephones shall be limited to those instances in which there is a need for such equipment to perform essential County business or to improve safety, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The purchase of cellular telephones shall be subject to approval by the County and will be processed through the Cellular Telephone Coordinator.

4.0 RESPONSIBILITY

4.1 Cellular Telephone Coordinator

The Adams County Board of Commissioners shall designate a Cellular Telephone Coordinator for oversight of all County cellular telephones.

4.2 Department Heads

The Department Head or designee shall assign each cellular telephone to one specific individual, Assigned User, and shall ensure appropriate controls are in place for checkout, return, security, and maintenance of the equipment.

The Department Head or designee will insure that all Assigned Users have read and signed the Assignment of Cellular Telephone form and will return a copy of each signed form to the Cellular Telephone Coordinator.

It is the responsibility of the Department Head or designee to provide for a routine examination of cellular telephone billing detail to ensure proper use of such equipment.

4.3 Assigned User

The Assigned User shall inform other users of County guidelines on the use of cellular telephones and obtain the signature of each additional county employee on the Assignment of Cellular Telephone form.

The Assigned User shall control and monitor the use and return of the cellular telephone.

5.0 USE OF COUNTY-OWNED CELLULAR TELEPHONES

Use of cellular telephones shall be authorized only when there is a demonstrated need for the use of the equipment for the purposes listed in Section III of this policy. Only the assigned user or any additional county employee who has been informed of county guidelines on the use of cellular telephones and who has signed the assignment of cellular telephone form may use county owned telephones.

Cellular telephones may be used for personal reasons only in an emergency situation when no other immediate means of communications is available to the employee. In such event, the employee shall reimburse the County for the cellular telephone charges incurred as outlined in Section VI. This shall apply to both incoming and outgoing cellular telephone calls.

Cellular telephones should not be used when a less costly alternative is safe, convenient, and readily available.

Cellular transmissions are not secure. Employees should use discretion in relaying confidential information.

Reasonable precautions should be made to prevent theft and vandalism of any cellular telephone. In the event that a cellular telephone is lost, stolen, or vandalized due to an employee's failure to use reasonable precautions, the county may require the employee responsible for such cellular telephone to reimburse the county for the reasonable cost to replace such telephone.

6.0 REIMBURSEMENT FOR PERSONAL CELLULAR TELEPHONE CALLS

Employees shall reimburse the County for personal calls made on County cellular telephones. In the event of an emergency necessitating a personal call on a County cellular telephone, the employee making or receiving the call shall keep a record of the date, time and identifying information for the call.

Personal cellular telephone charges will be reimbursed at the per minute rate the County pays for minutes billable to the telephone in excess of the "free time." This reimbursement shall apply to all personal calls within or outside the "free time" range.

Long distance and roaming charges will be reimbursed at the rate identified on the billing detail.

The Cellular Telephone Coordinator or designee will invoice the employee for the personal telephone calls. Failure of the employee to reimburse the County within 20 days of receipt of invoice may result in the deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if employee has received final check upon termination of employment.

7.0 REIMBURSEMENT OF COUNTY CALLS WITH PERSONAL PHONE

Employees using privately owned cellular telephones may be reimbursed by their department for direct air time for calls to conduct authorized County business when evidenced by a billing detail. Reimbursement shall be made through the County's expense claim process with the billing detail attached. County business calls are identified, including name of person/agency called and reason for call.

ASSIGNMENT OF CELLULAR TELEPHONE

Assigned User: _____

Dept: _____

| | | |
|---|------------|------------------------|
| Make of Cellular Telephone: | | Cellular Telephone No: |
| Model No: | Serial No: | County I.D. Tag No: |
| USE OF ADAMS COUNTY CELLULAR TELEPHONE: | | |
| <ul style="list-style-type: none"> County-owned cellular telephones and services shall be used only for County business and in the event of personal emergencies and shall not be used predominantly for personal calls. Cellular telephones are not to be used when a less costly alternative is safe, convenient, and readily available. The County reserves the right to monitor the use of all County-owned cellular telephones. Cellular transmissions are not secure. Discretion should be used in relaying confidential information. Reasonable care should be taken to prevent equipment loss or damage. Authorized calls are defined in Section III of the Cellular Telephone Policy. Employees will provide telephone numbers and identifying information for personal calls made on County cellular telephones. Failure to provide this information may result in loss of cellular telephone use. The employee shall reimburse the County by check or money order for personal telephone calls. Failure to reimburse the County within 20 days of receipt of invoice may result in deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if employee has received final check upon termination of employment. | | |
| I have read, understand and agree to County standards for use of cellular telephones as specified above and contained in the Cellular Telephone Policy. If I fail to return the assigned equipment when requested to do so, I am liable to the County for the full replacement cost and authorize the County to deduct said amount from my paycheck or final check upon termination of employment. | | |
| As the Assigned User, I further agree to be responsible for controlling access, transfer and return of the equipment to Additional Users. | | |
| *Assigned User: | | Date: |
| **Additional User: | | Date: |
| **Additional User: | | Date: |
| **Additional User: | | Date: |
| **Additional User: | | Date: |
| **Additional User: | | Date: |
| **Additional User: | | Date: |
| **Additional User: | | Date: |
| _____ Dept. Head | | _____ Date |

*Assigned User: The individual to whom the cellular telephone is assigned and who is responsible for controlling user access and any transfers and returns of the equipment to other users within the department.

**Additional User: Personnel within the department who are authorized to use the cellular telephone.

(Dated May 12, 2003)