

TITLE: ACQUISITION & USE OF  
CELL PHONES OR PAGERS

PERSONNEL  
ADMINISTRATIVE X

RESOLUTION  
NO: 08-1393

EFFECTIVE  
DATE: 12/9/08

TYPE:  
POLICY X  
PROCEDURE X

SUPERSEDES:  
POLICY # 32  
PROCEDURE #

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## I. SCOPE

This policy applies to any employee under the appointing authority of the Board of Lucas County Commissioners who possesses and uses a cellular telephone or pager provided by the County.

## II. PURPOSE

This policy defines the conditions for which the County will provide a cell phone or pager to an employee as well as the expectations for proper use of such County-issued equipment. Where used in this policy, the term "County cell phone" shall mean County-provided cellular telephones or combination radio/cell phones, related necessary accessories when provided by the County, and applicable service agreements.

## III. POLICY

The Board of Lucas County Commissioners recognizes that cell phones have become a valuable tool for County officials and employees to enhance their productivity while working away from the office. This communications tool can provide an effective and efficient means to coordinate work activities, provide and/or receive needed information, deliver public services with minimal delay and assure personal & public safety; therefore, County cell phones will be provided for use on official County business to those officials and employees whose jobs by their nature require a routine and continuing business need as defined in this policy. The Board of Lucas County Commissioners expects appropriate and responsible use of all County cell phones and pagers.

## IV. PROCEDURE

### A. Eligibility & Authorization to Use a County Cell Phone

It is the responsibility of each agency or department head to determine who in their office is eligible to be assigned a County cell phone for official use, based on meeting the criteria below. There is no automatic eligibility based solely upon position, title or classification.

To be eligible to be issued a County cell phone, the County official or employee must be able to meet **at least one (1)** of the following job-related justifications:

- 1) **Public Safety:** the County official or employee requires immediate and direct communication with local emergency responders in order to provide for the safety of the public.
- 2) **Accessibility:** the County official or employee, while working outside of the office, must initiate immediate and direct communication with his/her office and/or other public or private entities to access information in order to conduct official County business in a timely fashion where there is a likelihood that conventional

telephones will not be readily accessible.

- 3) **Responsiveness:** it is routinely necessary for **other** County officials or employees and/or the public to reach this individual immediately and directly to discuss official County business when he/she is out of the office.

Once a County elected official and/or department head has determined that an official or employee is eligible as defined by this policy, he/she will complete the attached "Cell Phone Authorization" form and return it to the Support Services Department

**B. County Pagers in lieu of County Cell Phones**

Even if a County employee is eligible under the requirements of paragraph "A" above, careful consideration should be given by the appropriate County official or agency/department head to determine if a County pager can be utilized in lieu of a County cell phone (for example, if an employee has a routine need to be reached by others, but the communication is neither urgent nor time-sensitive, and the employee will have access to conventional phones).

**C. "Pool" Cell Phones or Pagers for Departmental Use**

Departments that have occasional but infrequent need for cell phone communications may request that they be provided with an appropriate number of County cell phones or pagers to establish a "pool" that is available to employees as needed. Departments are responsible for developing controls to account for who has a County cell phone or pager in their possession and when it has been returned. Use of a "pool" phone or pager must be only for specific activities and limited periods of time.

**D. Acquisition and Return of County Cell Phones or Pagers**

The Support Services Department shall issue appropriate cell phone equipment or pagers to all County officials or employees for whom a properly completed "Cell Phone Authorization" form has been received; recipients shall acknowledge in writing that they have received the equipment and a copy of this policy.

If a County cell phone or pager is damaged, lost or stolen, it must be reported by the employee to their immediate supervisor as soon as possible; the immediate supervisor shall notify the Support Services Department, who will make the necessary arrangements for termination of service and/or a replacement.

When an employee no longer meets the requirements of paragraph "A", or when the employee terminates employment or otherwise loses the authorization to possess and use a County cell phone or pager, the employee shall return all County-provided cell phone equipment or pagers immediately.

**E. Proper & Improper Use**

Except for urgent or unanticipated situations where no other form of communication is available, County cell phones are provided for official County business only (to include all forms of data usage enabled by such technology, included but not limited to, text messaging, photos, e-mail or internet capability, and audio/video recording). The frequency and duration of such calls must be kept to a minimum.

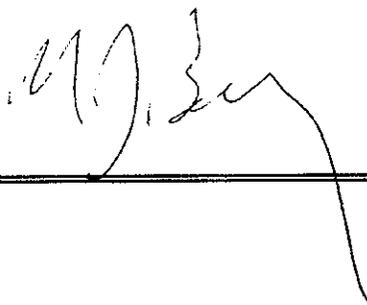
Except as provided for above, a County cell phone shall not be used for any of the following:

1. Any call or data usage made in relation to an official's or employee's personal business.
2. Any call or data usage made for the purpose of personal entertainment, including but not limited to "900" numbers or other pay-per-call numbers.
3. Any general or routine calls or data usage made in relation to an official or employee's personal life.
4. Any call or data usage of an obscene, threatening, harassing or otherwise offensive nature that would be illegal, prohibited or inappropriate as defined by law or the County's Harassment Policy.

**F. Penalties for Misuse of a County Cell Phone**

Employees under the appointing authority of the Board of Lucas County Commissioners who misuse a County cell phone will be responsible for reimbursement as required; will lose their authorization to possess a County cell phone, and/or may be subject to disciplinary action up to and including termination.

APPROVED BY:

A handwritten signature in black ink, appearing to be "M. J. [unclear]", written over a horizontal line.

DATE:

12/16/08