



# Taylor County

## Board of County Commissioners'

### Policy Manual

7.01

Policy #:	Title:	Effective Date:
2009-20	Cellular Communication Policy	06/16/2009

#### PURPOSE

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This policy prohibits unauthorized use of cellular communication devices for regular county business. Only cellular devices that meet the criteria of this policy or have been granted an exclusive waiver by the Department of Technology and Information Systems (DTIS) are approved for use by county employees.

#### REFERENCE

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Internal Revenue Code of 1986, Sections 274(d)(4) and 280F(d)(4)

#### POLICY

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This policy covers all cellular and handheld wireless data communication devices (e.g., cellular phones, Blackberry, PDAs and air cards etc.) issued to county employees. This includes any form of handheld wireless communication device capable of transmitting packet data.

##### **Authorization and Issuance**

Cellular and handheld wireless devices shall be issued by DTIS only. If any county employee requires the use of a cellular device they will contact DTIS, once approved by their supervisor, for approval and issuance. DTIS is considered the administrative authority for all communication devices.

##### **Approved Technology**

All cellular and handheld devices must use DTIS-approved vendor products and security configurations.

##### **Cell Phone Usage**

An employee who has been issued a county cell phone may use the issued phone for personal use for a monthly fee of \$5 and \$25 for data phones (for 2009) which will be deducted from his/her pay. Any excess usage (from personal use on any phone) above the rate limits will be charged to the employee on a \$.10 per minute basis. In the event a County employee's cell usage exceeds the monthly rate plan, the employee will be required to identify each personal phone call on that month's bill and sign a "Statement of Use" letter stating the accuracy of their review.

### **No Personal Use**

An employee who chooses to not use their County issued phone for personal use will be required to sign a "Statement of Use" at the end of the billing period when the bills are being processed. The phone bill will be reviewed by the Department Head responsible for the phone to verify all usage was for County business. The bill will then be forwarded to DTIS for review and processing for payment.

### **Lost/Damaged Phones**

Any employee who loses a County issued phone will be charged a fee equaling 50% of the cost of replacing the phone. If the second phone is lost within the same year, the fee will total 100% of the County's cost to replace the phone. If the employee damages a phone to the point the phone will no longer function the employee will be charged the same as for a lost phone above. The County employee responsible for the phone will be required to submit a letter explaining in detail the circumstances behind the damage or lost phone.

### **Monthly Bill Review**

The detail bill from the phone provider will be reviewed by DTIS every month to assure compliance with this policy.

### **Purchasing Phones and Accessories**

All cell phone or phone accessory purchases are to be coordinated through DTIS and will require approval by the DTIS Director.

### **Rate Calculation**

The per minute rate charged to County employees will be reviewed on an annual basis by DTIS and submitted to the County Administrator's office for approval. This calculation will be performed at the beginning of each fiscal year.

### **Prohibited Use**

All due diligence must be used by the employee to not exceed the allocated number of minutes for cellular devices. All county issued communication devices are subject for inspection at any time by DTIS or an authorized representative.

## **RESPONSIBLE DEPARTMENT**

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Department of Technology and Information Systems (DTIS)

**Sunset Date: 06/16/2014**

Last Updated: 04/28/2009