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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 016**  
**EFFECTIVE DATE: 11/03/09**  
**REVISED: 02/20/18**  
**AUTHORITY: BOC**  
**COUNTY MANAGER PAW**

**SUBJECT: TELEPHONE AND WIRELESS DEVICE PROCEDURES**

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**I. Purpose:**

To establish a policy regarding the use of wireline and wireless telephone usage.

**II. Policy:**

Telephones, wireline and wireless, are provided with the intent to allow an employee to conduct official county business.

**A. REQUIREMENTS**

1. **General usage:** The county recognizes that on occasions an employee while on-duty may need to make or receive personal phone calls or text messaging on his/her personal or county-owned phone or device. All such communications must not interfere with county business and must be kept brief. Employees may not make personal calls while on-duty or anytime on county-owned cellular phones/devices that are related to businesses they own or participate in. Employees may only make personal calls and use cellular phones/devices when such does not incur additional or direct charges to the county. If additional charges are incurred, the employee shall reimburse the cost of the call to the county. If a situation arises that the employee must use a county phone that may incur additional charges, the department head may waive additional fees to be paid by the employee, subject to approval by the Comptroller.
2. **Calls during meetings:** Employee's personal cell phone/devices must be turned off and/or calls forwarded to the message feature during meetings, training and/or working hours, unless specifically required and authorized by management or their direct supervisor. This includes calling, emailing, text messaging, social media, and digital photography that are not directly related to work.
3. **Motor vehicle phone/device use.** Employees on-duty and/or conducting official business at any time while operating a motor vehicles must use hands-free devices for cell phones/devices while the vehicle is in motion. If a hands-free device is not available, the employee must pull off the road at a safe and legal place and safely stop before placing or accepting calls or checking and sending messages.

The employee regularly driving a vehicle in the line of county business, and who is driving a vehicle not equipped with hands-free communications equipment, may request to the department head a blue-tooth or other hands-free device for use in the vehicle. Employees are neither required nor expected to use a cell phone/device while the vehicle is in motion. Text messaging, except voice operated hands-free texting, is prohibited while driving regardless if the cell phone is issued by the employer or is privately owned by the employee while operating a motor vehicle. This policy does not include passenger use of cell phones/devices.

## **B. RESPONSIBILITIES**

1. **Department policies.** It is the responsibility of the department head to monitor the department's phone usage and the ongoing cost of the telephones and cellular devices. This policy does not prohibit a department head from developing a more restrictive written policy for the department; that has been approved by the County Manager. He/she shall take appropriate action to remedy any misuse of the telephone/cellular device by their employee up to and including discipline or removal of the telephone from the use of the employee.
2. **Auditing and controls.** The Comptroller may on occasion audit county phone and device usage, without notice to the department or user, to insure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use cellular phone service for business purposes. Should inappropriate use be discovered, the Comptroller will present the findings to the department head, and possibly the County Manager, for appropriate action.

## **C. ELIGIBILITY FOR CELL PHONE/DEVICE**

1. A department head may submit a request to purchase a cell phone to the County Manager and/or Comptroller on Form 016-F.
2. The department head shall justify the eligibility to receive a phone by the following:
  - Safety requirements indicated having cellular phone service is an integral part of performing duties of the job description;
  - More than 50% of the employee's work is conducted in the field;
  - The employee is required to be contacted on a regular basis in the field and/or the employee does not have an office;
  - The employee is required to be on-call outside of normal work hours as a job requirement; or
  - The employee is a critical decision maker.
3. Request the plan minutes per month that the employee is likely to expend and if the device allows messaging, email retrieval, internet use, etc., what is the likely cost for these services.

## **III. RESPONSIBILITY FOR REVIEW: This policy will be reviewed every 5 years or as necessary by the County Manager's office.**