Title: Cellular Phones: Authorization; Issuance; and Usage
Date Adopted: September 14, 2004
Effective Date: October 1, 2004
Reference: N/A
Policy Superseded: 96-3 – Cellular Phones; Pagers and 2-Way Radios

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that: Policy No. 96-3, adopted by the Board of County Commissioners on February 13, 1996 is hereby repealed and superseded and a new policy is adopted in its place, to wit:

**A. Authorization and Issuance:**

1. Cellular phones, owned, or leased by the County, or cellular phone allowances may only be issued to the following County personnel:
   a. County officials or employees who job responsibilities require the use of such technology for the efficient provision of County services, or for the safety of employees in the provision of County services;
   b. County officials or employees whose job requirements include emergency response or on-call duties;
   c. other personnel as approved by the County Administrator.
2. All purchases of such technology shall be approved, in advance, by the receiving department and/or division director.

**B. County Issued Cellular Phones:**

1. **Usage**
   a. All County officials or personnel shall be required to sign a "Usage Agreement" with the County which shall denote the receipt of the technology and understanding of the usage guidelines.
   b. The Purchasing Division will serve as Contract Administrator for the County Cellular Phone Program and administer cell phone provider contracts and employee "Usage Agreements'.
   c. All County Officials or employees shall use this technology primarily for County related business. However, if such employee makes or receives a personal call on a County-issued cellular phone, then that employee is required to pay for all calls above 30 minutes per month to the County. Employees in such circumstances are required to assist the cellular phone representative for their Department/Division in differentiating between business-related and personal calls, and to remit the full amount owed for personal calls in excess of 30 minutes within 30 days of first notification. Reimbursements shall be made at the pooled package rate per minute. A copy of the invoice highlighting personal calls indicating a total for each month and a check payable to Leon County Board of County Commissioners shall be submitted to the respective department for all personal calls exceeding 30 minutes per month. The actual cost of all personal long distance calls shall be reimbursed to Leon County regardless of the number of personal minutes allowed each month.

d. County Reserves the right to monitor and audit the use of all County issued cellular phones.
e. Reasonable precautions should be made to prevent theft and vandalism.
f. Cellular phones should not be used when a less costly alternative is safe, convenient, and readily available.
g. All expenses for the use of such technology by the County for County related use shall be paid from the operating budget of the receiving department or division.

2. **Monitoring and Control:**
   a. By reviewing monthly schedules of cell phone activity, immediate supervisors and department/division heads should monitor the use to insure they are being used appropriately.
   b. Each user shall review monthly service billings to determine and remit, as appropriate, a payment at the pooled package rate per minute per call that is of a non-county related purpose.
   c. Inappropriate use of cell phones shall be reported to the respective department head and dealt with according to Leon County Personnel Policies and Procedures.
   d. The Purchasing Division will provide an annual report of cell phone activity which includes cost, minutes used, and other pertinent information to assist in the monitoring and control of cell phone usage within the County.

3. **County Officials, Employees and/or Department/Division Responsibilities**:
   a. Those County Officials and employees who are issued a cellular telephone shall be responsible for the operation, condition and security of that telephone while it is in their possession. The County Official or employee shall take all necessary precautions to ensure that the telephone is not subjected to conditions that would adversely affect the telephone or for which it was not designed.
   b. Each department shall be responsible for maintaining an inventory tracking mechanism for each cell phone purchased by their department.
   c. A master inventory of all cellular phones will be maintained by the Purchasing Division. The information for the master inventory will be furnished by the respective departments to the Purchasing Division.
   d. Each department shall be responsible for maintaining sign out sheets for temporary reassignments of equipment. This should be tracked at the division and/or department level.
   e. Upon termination of employment or upon the termination of tenure in office with Leon County, it shall be the responsibility of the County Official or employee to whom a cellular phone is assigned to return said phone to their supervisor or to the County Administrator prior to their last date of employment or service in office. Failure to do so may result in the cost of the phone being withheld from the said County Officials and employee's final paycheck until such time as said cellular phone is returned to Leon County.

C. **Cellular Phone Allowance:**

1. As an alternative to using a County-issued cellular phone, authorized County Officials and employees, as determined by the County Administrator or County Attorney, may receive a monthly allowance on their non-county owned or leased cellular phone if it is appropriately used for County related business. If a County Official or employee is approved for this option, the County Official or employee must provide the County their cell phone number to be used for County business and sign a Cellular Phone Allowance Agreement. The County will not be responsible for the loss of, or damage to, employee-owned cellular phones. The County Administrator or County Attorney reserve the right to discontinue the cell phone allowance of any previously authorized employee.

2. **Authorization**
   Those individuals who are authorized by the County Administrator or County Attorney to participate in the County's Cell Phone Allowance Program include: County Commissioners, Commission Aides, Group Directors, Assistant To Group Directors, appropriate Division Directors and others as determined by the County Administrator. Special exceptions will be approved by the County Administrator or County Attorney or their designee.

3. **Rate**
   The cellular phone allowance rate will be established by the County Administrator, and may be based upon comparable industry standards for cell phone service or on the standard basic service level rates and minutes provided for County issued phones from an approved County Cell Phone Provider.

Revised 9/01/04