



Medina County Policy Manual

Policy: Cell Phones	Section: Work Rules	Number: 7.007
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- A. The purpose of this policy is provide standards and clarification for cell phone use, to ensure safe work practices when considering the need to use a cell phone while driving or performing other duties and to establish guidelines for reimbursement by employees for personal use.
- B. Medina County will provide cellular telephones to employees for business use when the use of such telephones will increase the level of service provided to the county's customers and increase the level of safety for county employees.
- C. It is the policy of Medina 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 policy. The policies and procedures of this guideline apply to all county departments.
- D. 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 Administrator and respective department director and will be processed through the county's Finance department.
- E. A county cellular telephone shall be used for appropriate county business purposes. Such use is defined to be appropriate when an employee must make a call related to furthering county operations, does not have access to a regular county telephone, and the call cannot or should not wait until returning to the office. Do not use a cell phone to make a call if regular phone service is available.
 - 1. When in a car, only use the cell phone when parked.
 - 2. Never dial the cell phone or take notes while driving.
 - 3. If the cell phone rings while driving, allow voicemail to take the message and retrieve the message when parked.

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F. A county cellular telephone may be used for personal reasons in an emergency situation or circumstances in which an employee **must** make a personal telephone call, does not have access to another county telephone, and such circumstances are at the county's request and/or relate to county business. For example, an employee may need to notify immediate family members that he/she is working past normal working hours and his/her expected arrival time. Such calls are to be made from a cellular telephone only when a regular county telephone is unavailable and such calls shall be limited. Certain other circumstances for personal use may be approved by departmental directors.

1. Personal calls placed and/or personal incoming calls received on county cell phones shall be reimbursed to the county for minutes used and applicable roaming charges.
2. Departments are expected to exercise discretion in establishing a reasonable reimbursement schedule.

G. Special features such as text messaging, picture taking, 411 assistance, and emailing, should not be used by employees, unless there is good and sufficient reasons related to county business.

H. Any misuse of a county cell phone may result in, but is not limited to, one or more of the following actions: requiring a telephone log detailing all calls, loss of cell phone privileges, employee reimbursement of telephone charges, and disciplinary actions up to and including termination.

I. Cellular transmissions are not secure. Employees should use discretion in relaying confidential information, such as names, address, or results of an investigation.

J. 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.

K. An employee who is **not** assigned a county cell phone and uses their personal cell phone for business calls may seek reimbursement. The employee should annotate all business calls and submit this along with an employee reimbursement form to the Finance department that has been approved by their Department Director. If an employee must use their personal cell phone on a regular basis for business, the supervisor should consider issuing the employee a county cell phone.

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- L. When an employee leaves the county's employment, the cell phone must be returned to the employee's supervisor. Departments should add the cell phone to their checklist of items (such as keys, purchasing cards, etc.) that accompany the exit interview.