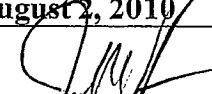
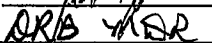


560
CELL PHONE USE

Revision Number: 0	Effective Date: August 2, 2010
Revision Date: July 14, 2010	Issue Date: August 2, 2010
Supersedes: 710	Approvals: HR Director:  Commission: 

PURPOSE

The purpose of this policy is to promote a productive work environment and increase employee and public safety. This policy applies to both incoming and outgoing cellular calls, text messaging, instant messaging and any other handheld or wireless communication device.

SCOPE

This policy applies to all County employees.

CROSS REFERENCES

Safety & County Vehicle Operation, Policy 550
Progressive Discipline, Policy 600

POLICY AND PROCEDURE

1. Personal and/or County cell phones should be turned off or set to "silent mode" or "vibrate" during meetings, conferences, and other locations where incoming calls may disrupt normal workflow.
2. Certain employees' position and duties may require the use of a cell phone to conduct the essential functions of their jobs. In consultation with the HR Director, the Department Head shall determine the reimbursement rate.
3. Employees may carry personal cell phones to receive and make personal calls while at work, as long as performance is not compromised. Department Heads may also restrict or limit employee use of personal cell phones during business hours. The HR Director and Department Heads reserve the right to request that the employee provide cell phone usage reports for calls made during the working hours to determine if use is excessive.
4. Employees shall not operate County vehicles or equipment while using a cell phone. Law Enforcement personnel may operate a cell phone while driving County-owned vehicles for emergency responses or operations.
5. In the event of an accident while performing official County duties, the driver' use of a cell phone shall be a consideration in the accident review.