

**SECTION 6.7: TELEPHONE USAGE POLICY** (Desk Phones & Mobile Communication Devices)

- A. All county telephones (desk phones and mobile communication devices) are intended for official business use. While occasional personal use is permitted, it must be responsible and clearly incidental to business use.
- B. Cellular telephones shall be issued by Departments only to those employees with a demonstrated need for this type of communication. Each employee issued a cellular telephone shall at the time of issuance execute a Mobile Communication Device Usage Agreement.
- C. At the time of issuance of a cellular telephone, employees must agree to abide by the following rules:
  - 1. Employees must safeguard any cellular telephone in their possession.
  - 2. The loss of any cellular telephone shall be reported to the employee's supervisor immediately. If theft is suspected, the police also shall be notified immediately.
  - 3. Employees shall exercise extreme caution when driving and talking on a cellular telephone. In addition, in compliance with State law, employees are prohibited from texting while driving.
  - 4. When an employee no longer has a demonstrated need for the cellular phone, or terminates employment with any County Department, that employee shall return any cellular phone issued by that Department to that Department.
- D. Excessive personal use of any County telephone (desk phones and mobile phones) may be grounds for discipline and the employee may be responsible for reimbursement to the County of costs associated with personal use.