

POLICY NO:	AD 023
POLICY TITLE:	CELL PHONE
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	67-02-14 (February 25, 2014)
REVISION DATE:	
REVIEW DATE:	

A Policy to set guidelines for issuance of County and personal mobile phones for County business

Purpose:

1. In order to support efficient communications, the County of Vermilion River may
 - a. provide mobile phones and other cell phone devices to staff or
 - b. reimburse employees for the use of private cell phone usage when County business is conducted
2. The County of Vermilion River has imposed conditions on the use of these devices.
3. These procedures / guidelines apply to all users of County of Vermilion River funded cell phone devices

General Provisions:

1. This policy shall be applied as follows, unless otherwise stated herein:
 - a. In the case of County cell phones this policy applies to all usage of the device
 - b. In the case of personal cell phones this policy applies to only usage for County business
2. The County Strategic IT Plan is the overarching strategy for all technological devices and programs. It shall be referenced as a guiding document in making decisions regarding purchase and usage of cell phones
3. Administration manages purchases of County cell phones. All costs incurred in purchase and use of the mobile device will be funded by the relevant Department.
4. Devices purchased by the County remain the property of the County, and must be handed in when not in use or inactivated.
5. The County retains usage and call details for County cell phones. Records may be accessed by authorized staff for audit and investigation purposes.
6. User and Department Manager responsibilities and procedures regarding tracking of costs, appropriate usage, and operation of devices are outlined in the Cell Phone Standard Operating Procedure.

7. County cell phone users shall read and acknowledge, by signing Form A attached hereto, the Cell Phone Policy and Cell Phone Standard Operating Procedure prior to being issued a County cell phone or being paid for use of a personal cell phone.
8. Breaches of these guidelines and procedures may result in the suspension of County cell phone use or cancellation of payment for use of personal cell phone.

Criteria for Allocating Cell Phone Devices:

1. Minimum Threshold for Issuance of County Cell Phone

- a. 125 Calls per Month (5-6 Calls/day); or
- b. 135 mb Data per Month (10-15 Emails/day); or
- c. Equivalent Combination of the two (ie: 60 Calls and 65 mb of Data)

Notes:

- a. Voice and Data are close to equal cost for the Average User
- b. Average email sizes are likely about 500 kb (0.5 mb)

2. Personal Use of County Phone

For users wishing to use a County cell phone for personal use, a payment schedule as outlined in the Cell Phone Standard Operating procedure shall be made to the County. The County will invoice this cost on a monthly or quarterly basis to employees wishing to participate in this program.

3. Other Criteria for Issuance of a County Phone

- a. If an employee does not meet thresholds for issuance of phone or payment for personal use, but is required to work alone on a regular basis (re: Policy SA008), or is required to maintain a cell phone as an emergency contact, they should be:
 - i. Issued County phone as needed to fulfill minimum requirements; or
 - ii. Received a flat for use of Personal Phones
- b. On call phones should be maintained as needed for employees who do not meet thresholds for issuance of phone or payment for personal use.

Form A

I have read, understand, and agree to abide by the Cell Phone Policy and Cell Phone Standard Operating Procedures. I understand that breaches of these guidelines may result in the suspension of cell phone privileges as outlined in this Policy.

Name (Print): _____

Department: _____

Signature: _____

Date: _____