

**COUNTY OF IMPERIAL
BOARD OF SUPERVISORS POLICY**



Subject

**IMPERIAL COUNTY POLICY ON BUSINESS USE OF
CELLULAR PHONE & WIRELESS MOBILE DEVICES**

**Policy
Number**

ITS-PO-003-2020

Version

1.0

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PURPOSE:

This policy creates uniform standards related to cellular phone and wireless mobile devices used for County business purposes by elected officials, department heads and County employees.

DEFINITIONS:

- A. Business Use: Work-related tasks required to perform County assigned duties.
- B. Cellular Phone: The phone, adapter, battery pack and other accessory equipment specific to the phone used for County business purposes.
- C. Mobile Device: Device that provides an “always-on” end-to-end solution, combining hardware, software, and wireless connectivity, offering a complete Email, messaging, and organizer solution. Examples include Tablets and Cellular Enabled Laptops.

ELIGIBILITY:

A. Eligibility Criteria

Elected Officials and Department Heads: All elected officials and department heads are eligible to receive a cellular phone and wireless mobile device.

General County Employees: Elected officials and department heads shall determine which employees will require cellular phones and/or wireless mobile devices for business use related to their functional area. Sufficient justification exists for assignment of cellular phone and wireless mobile service when the elected official or department head determines that the employee’s business use involves:

1. Wide mobility and simultaneous access to the communications network; or
2. Timely, business critical two-way communication for which there is no reasonable alternative technology; or
3. Emergency support and back up from a mobile environment; or
4. Special circumstances necessary for the efficient and effective operation of County business

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OWNERSHIP AND RESPONSIBILITIES:

A. County Purchased, Owned and Operated: County owned cellular phones and wireless mobile devices shall be used exclusively for County business purposes except for occasional and infrequent use necessary for personal emergencies. Failure to comply with any part of this provision and regulation may result in eliminating the use of county owned cell phones and/or mobile devices by the elected official or department head. Improper use of any cellular device could also lead to Disciplinary actions.

CELLULAR PHONE AND WIRELESS MOBILE DEVICE SERVICE REQUIREMENTS:

A. Specified Services, Coverage and Equipment: Department heads may require for business related purposes, an employee to use a County purchased, owned and operated cellular phone or wireless mobile device. The department head may therefore provide the employee with the required equipment and services.

B. Privacy: Consistent with the County’s Information Technology Department Policy, the County reserves the right to access, read and review, monitor, and copy all messages and files created or stored on County owned devices.

C. Confidentiality: During the course of your employment, you will have access to and/or acquire information that the County considers confidential. You should not disclose this information unless otherwise authorized to do so by management.

D. Security and Reporting Requirements: Any employee who uses a cellular phone or wireless mobile device for County business use shall protect their communication device against loss, theft or damage and shall report the loss of or theft of a wireless mobile device to the County Information Technology Department and their direct supervisor as soon as possible for security reasons.

E. Compliance with Applicable Laws and County Policies: Any employee who uses a cellular phone or wireless mobile device for County business use shall comply with all local, state and federal laws and County policies related to such, including the County’s Information Technology Security Policy and Employee Handbook.

F. Special Requests for Cellular/Wireless Device: Any employee who requests an upgraded device must have formal approval from the County Executive Office prior to submittal.

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PUBLIC RECORDS:

- A. All text messages, e-mails, voicemails, photographs, and other files stored on a County issued cellphone or wireless device are generally considered public records, and are subject to disclosure under the California Public Records Act (Cal. Gov. Code §§ 6250 et seq.).
- B. Any employee that has been issued a County cellphone or wireless device shall retain all records on the device in accordance with any applicable federal, State, or local records retention law or policy.

Cellular Phone and Wireless Mobile Device Authorization Form

Instruction Sheet:

Below are the steps to be used to complete and process the Device Authorization Form to comply with the

Imperial County Policy on Business Use of Cellular Phone & Wireless Mobile Devices.

Step 1) Complete and sign the Cell Phone and Wireless Mobile Device Authorization Form and submit the original to your Department Head or Designee.

Step 2) The Department Head or Designee will then forward the request to the ITS office with a service request ticket to order/activate/transfer/deactivate County owned cell phones and/or wireless mobile devices. <https://helpdesk.co.imperial.ca.us>. The Information and Technical Services (ITS) will be responsible for ensuring that the document is complete, approved by your department, and that the necessary signatures are on the form for processing.

Cellular Phone and Wireless Personal Mobile Device Authorization

(Imperial County Policy)

Employee Name: _____ Employee ID: _____

Title: _____ Dept: _____ Phone/Ext: _____

Type of Device Requested _____

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Employee agrees to use their County owned Cell Phone exclusively for County business purposes except for occasional and infrequent use necessary for personal emergencies.

The County Executive Office reserves the right to terminate employee's cell phone authorization if excessive personal calls are made and/or if the employee fails to follow the County Policy.

Initials: _____

Comments: _____

I have read, understand, and agree to comply with County of Imperial Cell Phone and Mobile Device Policy for Cellular/Mobile device use.

I acknowledge that my assigned County phone/Mobile account records may be considered discoverable public records by law.

Employee Signature _____ Date _____

Department Head Signature of Approval _____ Approval Date _____

Date Device was Received: _____ Type of Device _____

Cell Phone Number: _____