

Description: CELL PHONE POLICY		Policy Number: 62-26
 <p style="text-align: center;">WINNEBAGO COUNTY</p>	Revision Date:	10/25/18
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(1) Purpose

The purpose of this policy is to set guidelines for the eligibility of Winnebago County employees to use a County issued cell phone or receive reimbursement for the business use of a personal cell phone.

(2) Scope

This policy is designated for cell phones used for Winnebago County business by employees. This policy only pertains to those employees who are eligible to receive cell phone privileges. Not all employees are eligible.

(3) Policy Guidelines

Ownership Options

County Purchased Owned and Operated: County owned cell phones are for business use only. If an employee is eligible for a County issued cell phone, the Elected or Appointed Official shall manage all aspects of ordering and managing the cell phone. Issuance, deletion or support for cell phones shall be accomplished via the Department of Information Technology by opening a ticket for assistance. Contact 815.319.4300 or helpdesk@wincoil.us.

Employee Owned and Winnebago County Reimbursement: A privately owned cell phone may be used for County business for which an employee is reimbursed for the expense. Eligible persons receiving such allowance will be solely responsible for the costs of private ownership, including but not limited to the purchase, activation and replacement of such phones. Any employee who receives a cell phone reimbursement may add extra services, usage, overages, equipment or features at their own expense. Technical support may be obtained from the Department of Information Technology. Contact 815.319.4300 or helpdesk@wincoil.us

Eligibility

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It is the responsibility of the Elected or Appointed Official to justify and approve the employee use of a County owned cell phone or a private cell phone used for Winnebago County business. Winnebago County Administration will provide final approval for Appointed Officials.

County Cell Phone: It is incumbent upon Elected and Appointed Officials to ensure that cell phones are provided to only those employees with a demonstrated need. In order for the County to provide and assign a cell phone for an employee's use, one or all of the following criteria must be met.

- The employee must be in a position where the majority of that employee's time is spent out of the office during their normal work day.
- Use of a cell phone must be essential for the conduct of the employee's work.
- The employee is subject to being contacted for urgent / emergency purposes.
- Employees whose duties and responsibilities require them to maintain voice contact with the County while away from the office or to be accessible outside of normal working hours may be eligible to apply for a cell phone or cell phone reimbursement. Employees whose duties require continual data access in addition to cell phone service while away from the office or outside normal working hours may be eligible to apply for a data phone or data phone reimbursement. Cell phones should not be issued to staff who have job functions which do not require them to leave the office on a regular basis or employees who are not required to be regularly reachable outside of business hours. In order to qualify for an issued cellular phone or reimbursement, it must be determined that having a phone is an essential part of the employee's job function.

If approved for a County issued phone, the Appointed or Elected Official will open a ticket with the Department of Information Technology providing the employee, type of phone and usage plan desired. Contact: 815.319.4300 or helpdesk@wincoil.us.

- Approved cell phone users may connect to Winnebago County networks for email, files and other authorized resources.

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- The Elected or Appointed Official is responsible to contact The Department of Information Technology when cell phone use is to be terminated.
- The Elected or Appointed Official and / or the employee is responsible to contact The Department of Information Technology immediately upon knowing a cell phone is lost, stolen or broken.
- The occasional personal use of a County owned cell phone is allowed, however, it will be the responsibility of the appropriate Elected or Appointed Official to determine whether or not an employee is using the phone more than occasionally. If it is determined an employee has abused their privileges of using a county issued phone, the employee may be subject to disciplinary measures, including but not limited to having all cell phone privileges revoked.

Personal Cell Phone Reimbursement: Employees who require frequent use of a cell phone to conduct County business can request to have their personal cell phone used for County business. Under the direction and approval of the Elected or Appointed Official an allowance can be made to an employee for business use. (See Section 3.3)

- This policy intends to cover the cost for business use of a personal cell phone.
- An allowance will be issued in lieu of a County issued cell phone.
- Not all employees will be eligible.

If approved for personal cell phone reimbursement, the Appointed or Elected Official will open a ticket with the Department of Information Technology providing the employee with appropriate technical support. Contact: 815.319.4300 or helpdesk@wincoil.us.

- Approved cell phone users may connect to Winnebago County networks for email, files and other authorized resources.
- Allowance amounts will be set annually by the County Board (or his/her designee). (See Section 3.3)
- All cell phone reimbursements will be paid, retrospectively, on a quarterly basis.

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- Submission of reimbursement will use the County expense report process.
- Terminations / changes of the reimbursement will become effective the first full month.
- MiFi, modems and hotspots are excluded from personal cell phone reimbursement.

Department Cell Phone Responsibilities

It is the responsibility of the Elected or Appointed Official to choose the appropriate contact within their organization for all involvement with cell Phone related issues. This may include but is not limited to:

- Tracking and monitoring cell phone usage to ensure that the cell phones are being used appropriately and that the appropriate service plan is being utilized.
- Training employees on cell phone setup.
- Ensuring cell phone privileges are not being abused.
- Reviewing personal cell phone use on Winnebago County issued cell phones.
- The Department of Information Technology ticketing system will be the method to request any issuance, deletion or support for cell phones.
- Winnebago County Administration will from time to time review compliance of the Elected and Appointed Officials responsibilities outlined in this policy.

Cell Phone Security Requirement

The Elected or Appointed Official, along with the County employee using a cell phone for county business, shall ensure that appropriate security / safety steps are taken. These steps include, but are not limited to:

- Activate an access code or biometrics feature of the cell phone for authentication purposes.
- Use the software features associated with the cell phone for missing cell phone (locate, scream, message lost cell phone, theft alerts (auto emails where cell phone is located)).

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- Do not share the cell phone with unauthorized individuals.
- Any employee who uses a cell phone for County business use shall protect their cell phone against loss, theft, or damage.
- An employee shall report the loss, theft, or misplacement of their cell phone to their immediate supervisor and the Department of Information Technology.
- Any lost or misplaced cell phone shall be wiped immediately.

Compliance with Laws and County Policies: Any person who uses a cell phone for County business shall comply with all local, state, and federal laws including County policies related to such use. Please be advised that municipalities often have their own laws and ordinances that require a hands free phone for use of any cellular phone and have ordinances that do not allow employees to text while driving.

Freedom of Information Act (FOIA): Any person who uses a cell phone for County business will be subject to the most up to date FOIA laws. This includes personal phones, as well as County issued phones. FOIA is subject to content related to government business; the phone in which government business is conducted is of no concern in the law pertaining to FOIA.

Elected and Appointed Officials, and Winnebago County employees should recognize that emails, text messages and other communications that relate to public business might be subject to FOIA even if sent or received via their personal cell phone.

(4) Possible Policy Termination

In the event of changes in technology or vendor cell phone plans, the County Board will have authority to amend proposed allowances. Exceptions to the proposed allowance amounts will be considered by the County Board who will have authority to approve or deny exception requests.

The allowance section of this policy is intended to provide a cost savings and an easier way to administer County cell phones to eligible employees. If at any time this policy is determined to not be cost effective or if the administration of this policy presents

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unforeseen problems, the County Board may terminate the allowance sections of this policy or this policy as a whole.

(5) Personal Cell Phone Reimbursement Options

Annually and via resolution, the County Board will review and approve cell phone reimbursements.