



DINWIDDIE COUNTY

ADMINISTRATIVE RULE –

CELL PHONE POLICY

PLEASE READ THIS ELECTRONIC SYSTEMS POLICY CAREFULLY. IT ESTABLISHES THE RULES AND PROCEDURES WHICH GOVERN THE USE OF DINWIDDIE COUNTY CELL PHONES BY DINWIDDIE COUNTY OFFICERS AND EMPLOYEES.

SECTION 1

GENERAL

The objective of this Cell Phone Policy is to establish rules and procedures to govern the use of Dinwiddie County cell phones by the officers and employees of Dinwiddie County. All Dinwiddie County employees will receive a copy of this Policy when they receive County cell phones, and it is the responsibility of each Dinwiddie County employee to read and understand his Cell phone Policy and to comply with its terms.

Section 2

OWNERSHIP AND USE

Dinwiddie County provides cell phones to certain Dinwiddie County employees to assist them in the performance of their jobs, primarily for public safety and fieldwork. The County Administrator or designee shall determine the business necessity of each cell phone provided. The County Administrator or designee shall determine the business necessity of each cell phone provided. The cell phone must significantly increase the efficiency or effectiveness of the department's operation, and other means of communication should be evaluated as well (pagers, radios, etc.) The cell phones and accounts are the property of the County. All non – public safety staff are forbidden to use personal or County issued cell phones while operating a County owned vehicle.

The cell phones shall be used for appropriate County business purposes only.

Confidential conversations should not be held over cell phones.

If cell phones is lost, the employee should immediately notify the Information Technology department so that the phone number can be deactivated to prevent fraudulent use of use of

the phone. The lost, stolen or damaged cell phone shall be replaced at the expense of the employee.

Section 3

MONITORING

As the owner of the cell phones, the County (through-authorized employees and representatives) has the right to monitor, access, and review the phones and individual phone accounts. The County may conduct such monitoring of the phones for any business reasons, including, without limitation, to monitor usage patterns, to detect employee wrongdoing or misconduct (including violations of this Cell Phone Policy), or otherwise to protect the rights or property of the County.

Section 4

MISUSE OF CELL PHONES

Cell phone bills will be monitored on a monthly basis for compliance with the “for business use only” policy. If any personal use is detected, the entire amount of that month’s cell phone bill will be added to the employee’s W-2 as taxable income. Additional disciplinary action may also be taken for continued personal use.

DINWIDDIE COUNTY

**ACKNOWLEDGMENT OF ADMINISTRATIVE RULE – CELL PHONE
POLICY**

I _____, hereby acknowledge that I have read, understand, and agree to comply with the foregoing Policy on the use and monitoring of the County's cell phone accounts.

Employee's Signature

Date