



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: Cellular Telephone/Wireless PDAs (Smartphones) Policy	Policy Number: A-20	Page Number: 1 of 3
	Date Adopted: 11/06/2007	Effective Date: 08/17/2019

I. PURPOSE

The purpose of this policy is to:

- A. Provide uniform and consistent standards for the issuance or partial reimbursement for use of cellular telephones, in order for employees to meet the business needs of the County.
- B. Establish criteria for the consideration of requests for use of County-owned cell phones or payment for use of employee-owned cell phones for purposes of County business

II. POLICY

Upon approval of the Department Head that an employee needs access to a cell phone in order to meet the business needs of the organization, employees may choose between a County-owned and issued cell phone or receive a stipend to cover a portion of the costs for their personal cell phone.

Employees who choose to receive a taxable cell phone allowance instead of a County-issued cell phone shall receive \$25.00 per pay period. Cell phone allowance rates will be reviewed every three years when this policy sunsets and be based on a portion of the average cost of Verizon and AT&T cell phone plans.

III. PROCEDURE

Department Heads are responsible for evaluating and determining what positions in their department need access to a cell phone in order to meet the business needs of the organization. Upon making this determination, the employee assigned to that position has the option of receiving a County owned cell phone or receiving a cell phone allowance. In addition, Department Heads are responsible for maintaining accountability over cellular telephones. The purpose of the cell phone allowance is to offset their costs for using their personal phone for business use.

- A. County-Owned Phones: County-owned cell phones issued to employees shall be used for 100% County business, with the exception of minor incidental use in regards to phone calls, text messages and data usage, and shall be purchased, maintained, and supported through direct billing to the department where the telephone is used.

Employees must immediately report any loss of, damage to, or theft of a County owned cell phone to their Department designee. The Department shall notify County I.T. when a County-owned cell phone is exchanged, lost or stolen to address security concerns. There is no expectation of privacy in the use of the County-owned cell phone. The Department may access the County-owned cell phone or require it be returned at any time.



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- B. Personal Cellular Phones: upon approval from the Department Head, Employees may choose to receive a taxable allowance in order to offset the costs of conducting County business. Under this arrangement the individual owner of the cellular telephone is responsible for all costs incurred. Employees should keep in mind that any stipend received for the reimbursement of cell phone costs is treated as taxable income. Employees receiving an allowance for their personally-owned cell phone shall maintain active service with the phone in good working order while receiving the allowance.

Employees should keep in mind that if they receive an allowance to cover a portion of the costs of their personal cell phone, any work related communications such as emails, photos, and text messages sent and received from the cell phone are considered a public record under the California Public Records Act.

- C. Non-exempt employees shall not conduct County business on their personal cell phone or assigned County-owned cell phone when not on-call or on duty.
- D. Department Heads are also responsible for the following:
- For County-owned phones, at a minimum annually, and as often as may be necessary, review and approval of supported cellular telephone usage and bills to ensure appropriate use and whether the cell phone is needed to conduct County business, as well as to ensure cost effective rate plans are employed;
 - For privately owned phones in which the employee receives a cell phone allowance, verification that the employee has an active cell phone account on an annual basis;
 - Maintaining a current listing of all active cellular telephone accounts, both County issued phones as well as employees receiving a cell phone allowance.

Support and Security

County-owned smartphones are subject to every element of the Board of Supervisors General Network Usage Policy A-19. In addition, employees with a County owned phone or who receive an allowance shall ensure their device has a security screen lock in place (i.e. unique pattern, PIN, password, or fingerprint) and have installed the security policies application identified/approved by I.T. Installation of the security policies allows I.T. to remotely lock or perform a factory reset on the smartphone if exchanged, lost or stolen.

Cellular Telephone Justification

Requests for the use of a County-owned cell phone or a cell phone allowance must demonstrate the business need and benefit to County operations. The Department Head is responsible for determining



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whether a cell phone is needed in the employee's current position. It is the responsibility of the Department Head to ensure that if the employee changes positions and/or responsibilities, the cell phone is still needed, and if not, discontinue the issuance of the County-owned phone or the cell phone allowance.

VI. RESPONSIBLE DEPARTMENT

Information Technologies
 Chief Administrative Office

V. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	11/06/2007		
Revision Date:	06/17/2008		
Revision Date:	03/25/2008		
Revision Date:	08/17/2019	Sunset Review Date:	08/17/2022