

GRAND COUNTY

CELL PHONE POLICY

PURPOSE

The purpose of this policy is to establish a formal document, which regulates Grand County employee cellphone / mobile device use. This policy is to help ensure that cell phone use is for legitimate County business, serves a public purpose and reimbursement is only made for authorized expenses.

Cell phones are intended to allow essential personnel to be accessible during emergencies

To perform critical operations away from their office or main work location

Enhance their ability to serve the public at large.

For purposes of this plan there are three cell phone use scenarios:

#1 Employee's personal cell phone with employee receiving a stipend.

This is for the employer's convenience and is not taxable for IPERS. Monthly stipend amount will be reviewed annually by the Finance Department and recommendations approved by the Board of County Commissioners through our rate hearing process.

Employees are responsible for the upkeep and configuration of their phone and mobile email. The Department of Information Systems is not responsible for making our mobile-email function on your device or any adverse effects of adding the county email client to your phone.

If the employee elects to add the county email account to their mobile device, the county has the ability and right to remove that email, calendar and contact account and all associated information through a remote wipe process. The account will be wiped if the phone is lost, the employee terminates employment with the county or the employee violates any part of the county acceptable use policy.

#2 Business Phone:

If a cellular phone is to be required for an employee of the department, The County Information Systems Department shall purchase it. The county is covered by a single carrier plan with substantial discount for volume and government pricing. All cell phone account bills will be consolidated and mailed directly to the County Mangers office for approval and payment. Copies of the monthly billing will be made available to appropriate Department Managers for review.

#3 Employee's Personal Phone:

If billing goes to employee and the employee wants to be reimbursed for occasional business use, this is an accountable plan; the County will need to see the bill and the employee must determine which call is county business. The County will pay the cost of business calls through an expense report and the reimbursement is non-taxable. Reimbursement rate will not exceed the county's current plan for additional mobile minutes which is .25 cents per minute at this time.

General:

Recipients of county owned mobile devices will notify the Department of Information Systems immediately if the equipment becomes lost or stolen. A remote wipe of the device will take place if the phone includes a county email account.

There is no effective level of protection on a modern cell phone to meet HIPAA standards. Do not save protected health information (PHI) on a cellphone or tablet. Do not take or save photographs of patients or subjects that could become an illegal disclosure due to the lack of adequate security on that device.

All aspects of a cell phone's capability are subject to disclosure. Text, email, photographs, documents, recordings and phone records can be retained in a FOIA request. These same materials are susceptible to unintended disclosure by hackers, loss or misuse of the device. Do not use a cellphone or mobile device to collect, store or transmit sensitive information especially PHI and PCI. The Department of Information Systems has not added any additional level of security to a county cellphone to protect it beyond the manufacturer's built in security features. The county can remotely wipe a lost or stolen cellphone or tablet, however we have no way to locate a lost device.

All "acceptable use policies" apply to cellphones and tablets.

Return of county owned equipment is part of the termination process and the cost of a lost, damaged or unreturned cellphone / mobile device can be deducted from your final paycheck.

Phone numbers acquired from the purchase of a county owned cellphone plan are considered the property of the county and are not transferable.

For your own protection, apply and use the equipment manufacturer's most stringent security system available on your cell phone, tablet or other mobile device.