

Title: Administrative Policy Use of Telecommunication Services and Devices	Policy No. Part 5, Personnel Chapter 1, Rules Section 4
	Effective Date May 13, 2014
Policy Custodian County Administrator	Adoption/Revision Date May 13, 2014

Adopting Resolution(s): CC14-204

References (Statutes/Resos/Policies): CC10-473

Purpose: To establish policy for use of telecommunication services and devices.

Policy: Use of Telecommunication Services and Devices

A. Authorization

1. Employees may use County telecommunication services and devices for personal use when reasonably necessary when use does not interfere with the performance of the employee's duties as determined by the employee's supervisor and when no additional costs occur, such as charges for long distance calls and text messaging. Telecommunication services and devices include phone service, conference bridges, phones, fax machines, pagers and any other services or devices that in any way communicates directly with or are connected to the Jefferson County Information Network.
2. County cell phones and smart phones may be provided to employees who are required to remain in contact with citizens or other business contacts when out of the office, or must be reachable outside of normal business hours. Elected Officials, Appointed Officials and Department/Division Directors shall determine which employees will be issued a county cell phone or smartphone.
3. The employee's Elected Official, Appointed Official or Department/Division Director may authorize use of employee owned cell phones and smart phones. Elected Officials, Appointed Officials and Department/Division Directors may approve appropriate employee reimbursement for business use of such employee owned devices.
4. The IT Services Division, with the approval of the County Administrator, may implement standards, procedures and tools required for the connection of telecommunications devices to the Jefferson County Information Network both within and external to County offices.

B. Responsibility

1. The County's telecommunication devices must not be knowingly used to violate the laws and regulations of the United States, or any state, city, county or other local jurisdiction in any way or for gambling, gaming, and/or pornography.

Improper use of any telecommunication device may be subject to disciplinary action as set forth in the Jefferson County Personnel Rules.

2. If a telecommunication device, county or employee owned, used to connect to the County's phone or data network is lost, stolen, or damaged, the employee must immediately notify his/her supervisor and his/her IT service support desk. Employees may be responsible for the replacement cost of County owned devices and are responsible for the replacement of employee owned devices.
3. Elected Officials, Appointed Officials and Department/Division Directors may develop additional guidelines and procedures regarding the use of telecommunication devices.

C. Personal Use of Telecommunications Services and Devices

1. Telecommunications devices may be used for personal purposes if the County will not incur an additional charge, such as for long distance calls. Accidental misuse of the device shall be reported immediately to the Elected Official, Appointed Official or Department/Division Director to determine acceptability and accountability. If unsure whether a particular charge is within the bounds of this Policy, the employee shall contact his/her IT service support desk for clarification. Failure to comply with this Policy may result in loss of privileges and further disciplinary action pursuant to existing Jefferson County Personnel Rules.
2. Cell phone and smartphone applications may be downloaded upon approval of the employee's supervisor. Employees must pay for non-business related applications. Business related applications may be paid for by the County at the discretion of the employee's Elected Official, Appointed Official or Department/Division Director.
3. Any such downloaded files or software may be used only in ways that are consistent with their licenses or copyrights. No employee may use a County issued cell phone or smart phone to download or distribute pirated software or data.

D. Privacy

The County reserves the right to review the usage logs and content of County provided services and devices at any time and the employee may be asked to justify any or all calls, texts, emails, or data usage. Employees do not have any right to privacy of County provided telecommunications service and device usage and should hold no such expectation. Bills for County owned or reimbursed personal telecommunication services and devices may be subject to open records requests.