Title: Administrative Policy Use of Telecommunication Devices	**Policy No**. Part 5, Personnel Chapter 1, Rules Section 4
	Effective Date December 7, 2010
Policy Custodian County Administrator	**Adoption/Revision Date** December 7, 2010

Adopting Resolution(s): CC10-473

References (Statutes/Resos/Policies):

Purpose: To establish policy for use of County telecommunication devices.

Policy: Use of Telecommunication Devices

A. Authorization

1. Employees may use County telecommunication devices for personal use when reasonably necessary and when it does not interfere with the performance of the employee's duties as determined by the employee's supervisor. Telecommunication devices include phones, fax machines, pagers, and any other services or devices that in any way communicate directly with or are connected to the Jefferson County Information Network.

2. Cell 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. Division Directors shall determine which employees will be issued a cell phone.

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.

2. If a telecommunication device is lost, stolen, or damaged, the employee must notify his/her supervisor and Information Technology Services immediately. Employees may be responsible for the replacement cost.

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

4. Departments/Divisions may develop additional guidelines and procedures regarding the use of telecommunication devices.

C. Reimbursement for Personal Use

1. The employee must reimburse the County for the charges for personal use that exceeds the County's fixed cost. Examples include, but are not limited to:
   - Charges for personal long distance calls on county land lines.
   - Charges for personal faxes.
   - The amount by which the bill exceeds the minimum monthly service charge.

- Fees for additional services not included in the minimum monthly service charge such as fees for text messages, downloads, and/or applications.

2. Downloads/Applications

   a. Applications may be downloaded upon approval of the employee's supervisor. Non-business related applications must be paid for by the employee. Business related applications may be paid for by the County.

   b. 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 to download or distribute pirated software or data.

D. Privacy

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