

Title: Administrative Policy Wireless Communication Device Purchases	Policy No. Part 1, County Administration Chapter 3, Operations Section 9
	Effective Date April 1, 2008
Policy Custodian Information Technology Services Division	Adoption/Revision Date November 10, 2010

Adopting Resolution(s): CC08-165

References (Statutes/Resos/Policies): CC91-399, CC02-602

Purpose: To establish policy for the purchase of Wireless Communication Devices.

Policy: Wireless Communication Device Purchases

A. Definition

Wireless Communication is defined to include both voice and data communications using either point-to-point or repeater-type methods provided by third parties. This policy covers wireless devices and services such as mobile data terminals, PCS voice and data services, cellular telephones, wireless telephones connected to County dial tone, pager services, and any other wireless services or devices that in any way communicate directly with or are in any way connected to the Jefferson County Information Network. It does not include the County's radio system as designed and maintained by the Sheriff's Office and used for Law Enforcement dispatch, paging, and radio communication by various County departments.

B. Acquisition

1. Approval of the Director of Information Technology Services (ITS) or the System and Network Services Manager must be obtained before the acquisition of any wireless communication device or service. The Director may choose to limit the number of providers of wireless communication services and devices as appropriate to, for example, aggregate minutes-of-usage so that the best price can be obtained, to minimize support costs, etc. The choice of service providers is at the discretion of the Director. Processing of requisitions or contracts for wireless communication devices or services will follow the County's Purchasing Policy.
2. The Director of ITS or the System and Network Services Manager will make the determination of which plan a particular wireless communication device will use. Duplicate services such as paging, messaging, e-mail, etc. will not be added to a County usage plan unless the services meet current technical standards and there is a demonstrated business requirement.