

POLICY NO.: 405-14

CELLULAR TELEPHONE & MOBILE DEVICE POLICY

A. PURPOSE

The County recognizes that certain job titles require an employee to be accessible while out of the office or outside of normal work hours. For this reason, the County provides employees within those job titles a cellular telephone and/or mobile device (hereinafter, "device" or "devices"). The purpose of this policy is to ensure the proper use of those County-owned devices.

B. DEFINITION

1. Mobile device shall be defined, for purposes of this policy, as any operating system that permits an employee to access information from a remote location. These devices include, but are not limited to, laptops, tablet computers, smart phones, pagers, navigation devices and digital cameras.

C. BUSINESS USAGE OF CELLULAR TELEPHONES AND MOBILE DEVICES

1. County-owned devices are to be used primarily for business purposes, with the exception of certain limited instances when personal use may be appropriate.
2. County-owned devices are not intended to be your primary mode of communication or correspondence.
3. Only give your cellular telephone number to business contacts who have a legitimate and necessary business reason to reach you via cellular telephone. Discourage any non-essential business contacts or personal contacts from calling you on the cellular telephone.
4. The office telephone system is the primary means to make a telephone call during work hours.
5. If there is a need to make a long distance business call from your home, you are permitted to utilize the County-owned cellular telephone; however, County-owned cellular telephones are not to be used as a replacement for your home telephone.
6. Each employee who is issued a County-owned device is responsible to reimburse the County a fee for loss or damage to the device.

7. Employees are prohibited from using a County-owned device to take photographs or record conversations while on duty or on County premises. It is the intent of the County to protect employees' privacy which can be infringed upon if individuals are photographed or recorded in the work place. This prohibition shall not apply to law enforcement investigations or other County investigations.
8. Employees are prohibited from using a County-owned device while operating a motor vehicle. Pursuant to N.J.S.A. 39:4-97.3, employees are permitted to use a device while operating a motor vehicle only when:
 - a. the operator has reason to fear for his or her life or safety, or believes that a criminal act may be perpetrated against him or her or another person;
 - b. the operator is using the device to report to appropriate authorities a fire, traffic accident, serious road hazard or medical or hazardous materials emergency; or
 - c. the operator is using the device to report another motor vehicle operator that is driving recklessly, carelessly or otherwise in an unsafe manner or who appears to be driving under the influence of alcohol or drugs.

D. LOST OR DAMAGED CELLULAR TELEPHONE OR MOBILE DEVICE

1. If a County-owned device is lost, stolen, or damaged beyond repair, it is the responsibility of the employee to report it to their Department Head and the MIS Department. Each employee who is issued a County-owned device may be responsible to reimburse the County a fee for loss or damage to the device. Employees will not be permitted to upgrade equipment as a result of losing or damaging it.
2. Costs for replacement devices will be billed to the employee's department and the employee may be responsible to reimburse the County a fee for the replacement device.

E. SUSPENSION OR LEAVE OF ABSENCES

1. Employees are required to return all County-owned devices to their Department Head or to the Director of Operations during a suspension or leave of absence.

2. Service will be discontinued during a suspension or leave of absence or, if the suspension or leave of absence is of short duration (less than ten days), employees will be charged for costs associated with usage of the device during that time.

F. SEPARATION OF EMPLOYMENT

1. Employees are required to return all County-owned devices to their Department Head or to the Director of Operations when he or she is terminated, resigns or retires from the County. Any accessories provided with the device, or paid for by the County, must be returned with the device on the last date of employment, as they are the property of the County.
2. County-owned devices that are not returned upon separation of employment will be reported as stolen equipment and payroll deductions may occur.