

FERRY COUNTY
RESOLUTION NO. 2017-09
AMENDING RESOLUTION NO. 2011-48

FERRY COUNTY CELLULAR PHONE POLICY

WHEREAS, on June 27, 2011, the Board of Ferry County Commissioners established a cellular phone policy, Resolution No. 2011-48; and

WHEREAS, the Board of Ferry County Commissioners realize the need to revise the policy to accommodate new options and features on cell phone plans;

WHEREAS, the Board of Ferry County Commissioners constitutes the legislative authority of Ferry County and desires to approve and adopt the policy as being in the best interest of Ferry County; and

NOW, THEREFORE BE IT RESOLVED that the Ferry County Board of County Commissioners shall implement the attached policy for the authorization, distribution, controls, implementation and administration of cellular phones by Ferry County Elected Officials, Department Heads, and employees as follows:

***Ferry County
Cellular Phone Policy***

To enhance efficient completion of County business, a Department Head or Elected Official may decide that an employee should have ready access to a cellular phone, subject to periodic review and with approval of the Board of County Commissioners.

Purpose:

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy outlines the use of personal cellular phones at work, including special issues related to camera phones, the personal use of County cellular phones and the safe use of cell phones by employees while driving.

Scope:

This policy applies to all Elected Officials, Department Heads and all employees.

Acquisition: The acquisition of cellular telephones shall be limited to those instances in which there is a need for such equipment to perform essential County business or to improve safety, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The acquisition of cellular telephones shall be subject to approval by the Appointing Authority and will be processed through the Ferry County Auditor's Office.

Policy and Procedure:

1. **Personal Cellular Phones:**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of County phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls on non-work time where possible and to ensure that friends and family members are aware of Ferry County's policy.

Department Heads / Elected Officials shall set the guidelines of personal cellular phone use within its department. If employee use of a personal cellular phone causes

114

disruptions or loss in productivity, the employee may become subject to disciplinary action per County policy.

Ferry County will not be liable for the loss of personal cellular phones brought in the workplace.

All County business generated on personal mobile devices are subject to the Public Records Act.

Any internet usage on County cell phones is subject to the Ferry County Electronic Communication Policy.

2. Camera Phones:

The County prohibits employee use of personal camera phones in the workplace as a preventative step believed necessary to secure employee privacy unless such use is specifically authorized by the Appointing Authority. If such use is done on a personal phone, the employee's personal phone could be subject to the Public Records Act. The County allows use of cameras on County owned phones as necessary for carrying out County business or as directed by the Appointing Authority.

3. Prepaid/Track Phones:

Due to the fact that track phones do not have an itemized billing, Washington State Auditor's have requested we refrain from using them, therefore track phones will not be allowed as a County owned cellular phone.

4. Personal Use of County Owned Cellular Phones:

Personal use of a County-owned cellular phone should be infrequent and short in duration. Each Appointing Authority shall be responsible for monitoring the use of County-owned cellular phones to insure they are primarily being used for County business. The Appointing Authority shall review the monthly telephone bills for appropriateness and audit periodically the calls made on County time. Personal calls on a County-owned cellular phone should relate to the following:

- In the case of an emergency or urgent condition where no other form of communication is immediately available.
- Calls to home, school, or doctor while at work if an employee or the employees immediate family member is injured or becomes sick.
- In the event an employee is delayed or needs to work overtime with no advance notice and needs to call home to advise family or to arrange alternate child transportation or care.

Employees in possession of County cellular phones are expected to protect the equipment from loss, damage or theft and shall report any of these to their Department Head or Elected Official immediately. Upon resignation or termination of employment, or at any time upon request, the employee will be asked to produce the phone and any accessories, for return or inspection as these devices/items are the property of Ferry County. Employees are expected to present the phone in good working condition within the time period requested. The employee may be expected to bear the cost of a replacement if they do not return the phone and any accessories upon resignation or termination of employment.

Ferry County cellular phones are on the same plan; therefore all cellular phones share the amount of data on the plan. Employees are responsible for using data for County business only.

Any charges for downloading apps and in app purchases not relating to County business and preapproved by the Appointing Authority, will be reimbursed to the County by the employee that the phone is assigned to.

Employees, who separate from employment with outstanding unauthorized charges or equipment loss, will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Employees will be responsible to reimburse the County for charges not allowed on County owned cellular phones. Failure to reimburse the County may result in deduction of the amount due from the employee's paycheck or final check upon termination of employment.

If the conditions of this policy are violated by the employee, the Department Head or Elected Official may terminate the use of the County owned cellular phones by the employee.

5. Safety Issues for Cellular Phone Use:

Employees whose job responsibilities include regular or occasional driving and who are issued a cellular phone for business use are expected to refrain from using their phone while driving. (Refer to RCW 46.61.667 and RCW 46.61.668). Employees found in violation of these laws while conducting County business and/or operating a County vehicle will be subject to disciplinary action.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cellular phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy could result in discipline up to and including termination.

6. Special Responsibilities for Department Heads and Elected Officials:

As with any policy, Department Heads and Elected Officials are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

ADOPTED this 7th day of August, 2017.



ATTEST:

Handwritten signature of Amanda Rowton in black ink.

Amanda Rowton
Clerk of the Board

FERRY COUNTY BOARD OF COMMISSIONERS
FERRY COUNTY, WASHINGTON

Handwritten signature of Nathan Davis in black ink.

NATHAN DAVIS, Chairman

Handwritten signature of Mike Blankenship in black ink.

MIKE BLANKENSHIP, Vice-Chair

Handwritten signature of Johnna Exner in black ink.

JOHNNA EXNER, Member