

MIAMI COUNTY

POLICY & PROCEDURES

POLICY NO: ADM 05-07-02

EFFECTIVE DATE: December 9, 2002

TITLE: CELLULAR TELEPHONES AND PAGERS

LAST REVISED: July 1, 2008

PURPOSE AND SCOPE:

The purpose of this policy is to provide County departments and employees with guidelines regarding the use of County issued cellular telephones and pagers.

Where County business responsibilities require immediate access to an employee, Miami County Procurement may issue a business cellular telephone or pager to an employee for work-related communications. The County contracts with vendors to provide telecommunications services. Procurement is charged with conducting an ongoing rate and coverage analysis of usage to determine appropriate service plans. This policy addresses the use of those services.

Cellular Telephones

It is the responsibility of the Department Director to analyze the departmental needs for cellular telephone service and submit to Procurement a "Request For New Cellular Telephone / Pager Service" (Attachment A) along with a "Cellular Telephone / Pager User Agreement" (Attachment B). Furthermore, the Department Director shall be responsible for designating the number of minutes estimated to be used by the cellular telephone(s) in his or her Department, which shall assist Procurement in the determination of an appropriate rate plan for the County.

Each Department Director will conduct, after December 31st and complete by February 15th, an analysis of all cellular telephones that are assigned to the department for usage. The analysis is to include justification for continued use based on 1) demonstration of actual need; 2) public safety concerns; or 3) operations of the entity (employee frequently works away from the office and a pager is inadequate).

Authorized Use

- It is the responsibility of the Department Director to advise the employees in his/her department of the appropriate use of County issued cellular telephones. Such instruction shall include not only the policies herein, but also detailed information about the rate plan.
- Cellular telephones are provided for business use only. All County owned cellular telephones are a public resource and should not be misused for personal telephone

calls. The Internal Revenue Service (IRS) considers cellular telephones as “listed property”, meaning such devices easily lend themselves to personal use and the need for proper taxation. At the present time, the County does not have the resources to adequately administrate the cellular telephone as strictly outlined by the IRS. As such, no personal use of County owned cellular telephones is allowed. Failure to adhere to this Policy will result in disciplinary action up to and including termination.

Statement Review

- County employees will receive a copy of the monthly statement for their cellular telephone. Upon review, the employee shall submit a signed copy of the statement indicating they have reviewed the statement and include any reimbursement for personal use. These signed statements and reimbursements, as appropriate, shall be received by Procurement within 14 days.
- Procurement will review the cellular telephone program annually to ensure appropriate use and reimbursement has been received.

Pagers

Requests for acquisition of pagers must be approved by the Department Director. The factors to be considered when deciding if an employee needs a pager include:

- Public safety concerns
- Whether the employee frequently works away from the office
- Whether the employee needs to be reached for emergency and immediate contact for which a pager is necessary

Upon approval of the request by the Department Director, Procurement will coordinate acquisition of pagers.

Personal Responsibility for Equipment and Safety

Employees shall protect County equipment and adhere to safety standards to ensure a safe working environment.

- County employees in possession of County equipment such as cellular telephones and pagers are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce such equipment for return or inspection.
- Immediately report lost or stolen equipment by calling the Procurement Office. Loss of a cellular telephone or pager may result in reimbursement to the County for the loss or any other disciplinary action as deemed necessary. **Miami County is liable for any charges incurred before the equipment is deactivated.** Complete the

Form to Report A Lost or Stolen Cellular Telephone or Pager (Attachment C) and submit to Procurement by close of business the following day.

- County employees whose job responsibilities include regular or occasional driving and who are issued a cellular telephone or pager for business use are expected to refrain from using such equipment while driving. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

6-27-08

Date

Shane D. Krull

Shane D. Krull, County Administrator

Miami County, Kansas

Request for New Cellular Telephone / Pager Service

Date of Request: _____

Requesting: Cellular Telephone Pager

Name of Employee: _____

Position: _____

Department: _____

Telephone No.: _____

Estimated average number of business minutes required per/month:

The following accessories are approved for the County-provided cellular telephone issued to the above named Employee. (Please circle all that apply):

Case

Belt Clip

Car Adapter

Battery Charger (standard)

Hands Free Device

Hard Wire Kit w/antenna

Other (Please Specify) _____

Department Director Signature

Date

In accordance with policies and procedures of Miami County, this department is authorized to receive a cellular telephone / pager for County business purposes.

County Administrator

Date

Comments:

Miami County, Kansas

Cellular Telephone / Pager User Agreement

As an Employee of Miami County, I, _____, recognize and understand that cellular telephones / pagers are provided for Employee use in support of business operations of Miami County and are to be used for legitimate business purposes. I further understand that such equipment belongs to the County and is to be used in an effective, efficient, ethical and lawful manner.

I am aware that I must submit reimbursement for personal telephone usage according to the County Cellular Telephones and Pagers Policy #05-07-02.

I am aware that the County reserves the right to review, audit and inspect cellular telephone records at any time, with or without notice. I understand that it is my responsibility to follow County policy and for the maintenance of my assigned cellular telephone or pager.

I am aware that my assigned equipment may be reassigned or withdrawn at the Department Director or County Administrator's discretion at any time, with or without notice.

I understand that I will surrender the County cellular telephone or pager upon termination of employment.

I certify and acknowledge that I have received, read, and understand the policies and procedures of Miami County regarding the assignment and use of cellular telephones and pagers and will comply with the terms and conditions stated throughout.

Signature of Employee

Date Signed

I have advised this Employee of the appropriate use of a cellular telephone / pager. I understand I am responsible for this Employee's use of the assigned equipment and also responsible for ensuring the County is reimbursed for this Employee's personal call costs.

Signature of Department Director

Date Signed

Assigned Cellular Telephone number is: _____ Date _____

Signature of Procurement Official

FORM TO REPORT
Lost or Stolen Cellular Telephone / Pager

Note to employee: Immediately upon discovering your cellular telephone or pager is missing, contact the Procurement Office at the number below. Follow up the call with this written confirmation.

Date: _____

Fax to:
913 294-9163

Telephone:
913 294-9500 Ext. 239
or 913-294-9556

Procurement:

This is a written confirmation to report a lost or stolen cellular telephone or pager

Account Number: _____

Cellular Telephone or Pager Number: _____

Department Employed with: _____

Employee Address: _____

Employee Telephone No.: _____

Time and date cellular telephone or pager lost or stolen: _____

Location telephone or pager was lost or stolen: _____

Actions that were taken to locate the lost cellular telephone or pager: _____

If stolen, was it reported to the local law enforcement authority? Yes No

Please attach a copy of the report to this form.

Signature of Employee

Date Signed

Copy to: Accounts Payable
County Administrator