

**CELLULAR EQUIPMENT
REVISED August 2021****EFFECTIVE DATE: December 9, 2002
POLICY NO: ADM 05-07-02****APPLICABILITY AND PURPOSE**

This policy applies to all Miami County employees, and elected officials. Cellular phones have become a valuable tool for county employees to enhance their productivity while working away from their office. The cellular phone has become a lifeline back to the office for the coordination of work or, in some cases, for assurance of personal safety. The hotspot has become an office extension for working from home.

AUTHORIZATION TO USE CELLULAR EQUIPMENT

It is the responsibility of the department director to make the determination of whom within their respective department should depend on cellular phones or hotspots for official business needs, in a manner consistent with these policies.

It is incumbent upon Miami County and the department director to ensure that cellular phones or hotspots are provided only to those employees with a demonstrated need for this type of communication. For the county to provide and assign cellular equipment for an employee's use, the following criteria must be met:

1. The employee must be in a position where the preponderance of his/her time is spent out of the office during his/her normal workday; and
2. Use of a cellular phone must be essential for the conduct of the employee's work; or
3. Use of a hotspot is necessary due to working from home; and
4. The employee is subject to being contacted for urgent or emergency purposes.

While occasional personal use is permitted, as outlined below, employees are expected to reimburse the county for costs associated with personal use of county-issued cellular equipment.

When an employee no longer requires the cell phone, or when the employee terminates employment with the department authorizing the cellular equipment, that employee will return all county-provided cellular equipment to that department.

Departments having employees who have infrequent need for cellular communications may establish a "pool" cell that is provided to employees as needed. Controls will be established to account for who has the cell phone and when they are authorized to use it. Pool cells will only be assigned for specific, limited periods such as during travel, or other special work-related events.

Departments may also establish the same "pool" for a hotspot with the same controls. Employees will avoid using hotspots for personal use. The county is on a first responder plan and must keep airtime available for EMS, Sheriff, and Fire.

ACQUISITION OF COUNTY PROVIDED CELL EQUIPMENT

The purchasing department has established a contract with Verizon for equipment and service. The purchasing department will monitor the government service plans with Verizon and adjust where and as needed to ensure that each department is on the best plan for department users. When equipment is replaced or renewed, departments will determine their equipment needs from a list provided by purchasing.

REIMBURSEMENT FOR PERSONAL USE

Employees will avoid making personal phone calls on county equipment. It is understood that occasional calls of a short duration may be necessary. As an example, this would include contacting a family member to inform them that you will be arriving home later than expected. Personal calls placed on county cell phones will be reimbursed to the county if the calls result in any additional costs to the county. In such a

situation, the cost to the employee will only be for actual personal calls made. If the employee is found to be using the hotspot for personal use, such as streaming movies or using it as their internet service, the employee will reimburse the county and will no longer be allowed the convenience of using the hotspot. Employees are permitted a minimum of 20 calendar days from receipt of the Verizon detail to make reimbursement. No cash will be accepted for reimbursement, only check or money order payable to the county is accepted.

LOST OR STOLEN CELLULAR EQUIPMENT

It is the responsibility of the employee to notify their department director and the purchasing department immediately if their cellular equipment is lost or stolen. All costs incurred for replacement or repair will be the responsibility of the employee's department. If an employee, through negligence, damages or loses any cellular equipment, the employee must reimburse Miami County for the repair or replacement costs.

9-1-21
Date


Shane D. Krull, County Administrator