Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: AP-30 Effective Date: 02/09/2016
Revision No.: 1 Review Date: 07/10/2019

County Cellular Telephone and Tablet Policy

Purpose: To establish a policy for support and usage of cellular telephones and tablets for Alachua County business and a monthly stipend. This policy is intended to establish such rules and regulations for the purpose of:

1. Cellular Phone and Tablet Authorization Criteria
2. Cellular Phone and Tablet Acquisition Justification
3. Personal Calls Made on County Phones
4. County-Owned Cellular Phones and Tablets
5. Text Messaging
6. Monthly Stipend

Policy: County-owned cellular telephones and/or tablets must be used for County business to ensure cost-effectiveness and efficiency, as subject to Internal Revenue Service audits.

Procedures:

1. Cellular Phone and Tablet Authorization Criteria
    a. The County Manager, County Attorney, or designee, will authorize cellular phones and/or tablets for employees meeting one or more of the following criteria:
        i. Works more than 50 percent of their work week away from an office.
        ii. Supervises personnel away from an office.
        iii. Frequently travels between County facilities, to customer locations, or outside of the County to conduct County business.
        iv. Identified as "critical" personnel in a declared emergency.
        v. Is assigned an after-hours customer service function and needs to be on-call taking customer (citizen or employee) calls after normal working hours.
        vi. Requires mobile access to software in the completion of day-to-day job functions.

2. Cellular Phone and Tablet Acquisition Justification
    a. Department Directors must demonstrate a documented need for a County-owned/provided cellular phone or tablet, which is then approved by the Deputy or Assistant County Managers before approval by the County Manager, County Attorney, or designee.

3. Personal Use
    a. Cellular phones and tablets should be used primarily for official business purposes. However, it is recognized that occasions may occur where personal use may be unavoidable. On such occasions, personal use should be limited in duration and infrequent.

4. County-Owned Cellular Phones and Tablets
    a. Employees will be required to sign an "Electronic Device Use Agreement" which further details the roles and responsibilities of employees for using County-owned cell phones and tablets.
    b. Cellular phones and/or tablets provided to employee remain the property of the County and shall be returned to the Department Director or designee whenever the equipment is no longer needed or if the employee terminates employment with the County.
    c. Employees will ensure the physical protection of County-owned cellular phones and/or tablets from damage or unauthorized use.
    d. Employees will not use County-owned cellular phones and/or tablets for "for profit" activities or political use (pursuant to current IRS rulings).

5. Text Messaging
    a. Text messaging (texting) is permitted on County-owned and personal devices only if County authorized software is installed to archive texts (pursuant to current Sunshine Law requirements).
    b. "Code Red" notifications sent via text messaging are exempt from this provision. The agency sending the messages will be responsible for maintaining emergency notification text messages for public records.

6. Monthly Stipend
    a. Department Directors must demonstrate a documented need for a $25 monthly stipend for an employee's personally owned cellular phone, which is then approved by the Deputy or Assistant County Managers before approval by the County Manager, County Attorney, or designee.

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County Manager County Attorney