



**DOUGLAS COUNTY**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>TITLE</b> Portable Electronic Communication Devices (PECD)	<b>Approval Date</b> June 4, 2013
<b>POLICY CUSTODIAN</b> Information Technology	<b>Revision Date</b>

DEPARTMENT  
 RESPONSIBLE: Information Technology

DEPARTMENT(S)  
 AFFECTED: All

**POLICY:**

This policy explains the Usage of County-issued “Portable Electronic Communication Devices.” Covered devices may include: Cellular Telephones, Pagers, Portable PDA’s (e.g., Palm Pilot) and Wireless PDA’s (e.g., BlackBerry, Treo).

For purposes of this policy, the term “PECD” shall refer to any or all of the covered devices listed above. These devices are issued in order to enhance productivity when conducting County business and should be used primarily for that purpose. Individuals who have a County-issued PECD are expected to use appropriate judgment at all times.

**Appropriate Business Use**

PECDs are provided to enhance customer service and business efficiency and should **not be used as the primary means of personal, non-County business communication.** Infrequent or occasional personal use may be acceptable provided:

- Other forms of communication (e.g., land-line telephones) are not readily accessible
- Personal use does not interfere with the productivity of the employee or co-workers
- The County does not incur additional expenses as a result of personal usage
- Personal use does not disrupt or delay the performance of County business or otherwise inappropriately consume County resources

Additionally, the following are deemed examples of **unacceptable use** of PECD (this is a representative list, not to be considered all-inclusive or all-encompassing):

- Viewing Internet sites or emails that contain obscene, hateful or pornographic material;
- Using PECD to perpetrate any form of fraud; or software, music or video piracy;

- Using PECD to transmit offensive, harassing or defamatory material to other users;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
- Undertaking deliberate activities that waste staff effort or network resources;
- Introducing any form of computer virus or threat into the County network;
- Dialing or talking on a PECD without a hands-free device, when driving a County vehicle or personal vehicle while conducting County business. If dialing someone while driving, County employees shall stop their vehicle in a safe location and dial the call before resuming their trip.

Violation of this policy may result in loss of PECD privileges and, may also result in disciplinary or legal action up to and including termination of employment, criminal or civil penalties or other legal action.

#### **Authorization and Procurement**

It shall be the responsibility of each Elected Official or department Director to assess the technology needs of their department and work in partnership with IT to provide employees with an appropriate PECD. In turn, IT will assist in determining the most cost-effective plan and appropriate technology device. All requests for County-issued PECDs should be submitted to the IT Department.

Those issued a County PECD may not individually contract with service providers on behalf of the County, or make any changes to existing County service contracts. The IT Department will be the sole contact with any PECD service provider for additions, changes or deletions of communication services. The IT department must ensure that new PECDs are compatible with other County systems and applications before distribution to Offices and departments.

Each Office or department will be responsible for the cost of purchasing PECD and the expenses related to all applicable services for the device(s).

#### **Reimbursement**

Individuals that have been issued a County PECD will be responsible for reimbursing the County for excess charges that are not related to County business. Costs for special charges that are not directly related to County business, (e.g. personal ring tones or additional accessories), are the responsibility of the person to whom the device has been issued.

Employees that have not been issued a County PECD but conduct periodic County business using their own personal PECD and, incur charges for that purpose, should submit an expense reimbursement request to the Finance department for reimbursement.

If an employee requests the option of combining their County-issued PECD with a personal PECD in order to carry a single device, a second personal line may be added to the County-issued PECD that will be billed separately to that person's home address. Individuals who are interested in this option must have their Elected Official or department Director contact IT to authorize this addition.

#### Monitoring PECD usage

All invoices will be regularly monitored to ensure the charges are reasonable and appropriate.

#### Safety/Security

Individuals should have no expectation of privacy while using County-provided PECD. These devices are not a secure means of communication and therefore, discretion should be used in relaying any information via these technologies.

All County communications services and equipment, including messages transmitted or stored, are the sole property of Douglas County and are not the private property of any individual. Lost, damaged or stolen PECD should be reported immediately to the employee's supervisor as well as the IT department.

Upon separation of employment from the county, all County-issued PECDs must be returned to the IT department.

Any questions related to this policy should be directed to your Elected Official or department Director.