

JACKSON COUNTY CELLULAR TELEPHONE POLICY

RESOLUTION # 335A-06-30-00

WHEREAS, The Jackson County Board of Supervisors wishes to set guidelines for the use of County owned Cellular Telephones;

BE IT RESOLVED, that the Jackson County Board of Supervisors adopts this Cellular Telephone Policy to be sure all County owned Cellular Telephones are used in a responsible manner;

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Supervisors hereby adopts this Cellular Telephone Policy in the form presented at this meeting and attached hereto.

Passed and approved this 30th day of June, 2000

ATTEST:

Shelley Obye, deputy
Jackson County Auditor

John J. Willey
Chair

Alvin B. Kestell
Member

J. C. Engel
Member

JACKSON COUNTY CELLULAR TELEPHONE POLICY

Jackson County, Iowa hereby adopts this policy of Cellular Telephone Usage. The purpose of this policy is to set guidelines for the use of County owned cellular telephones. Cellular telephones are county property and their purpose is to facilitate county business. Every staff member has the responsibility to ensure that county owned cellular telephones are being used in a productive manner. Any improper use of county owned equipment is not acceptable and is not permitted. To be sure all cellular telephones are used in a responsible manner, the following policy has been put into place.

- I. **PURPOSE:** The purpose of this policy is to outline Jackson County's Policy for Cellular Telephone Usage. If the policy is followed, the use of cell telephones can be of great benefit to county employees.
- II. **USAGE:** It is the policy of Jackson County, that employees are encouraged to utilize electronic telephones as an effective means of communication. County owned cellular telephones are primarily for business purposes only.
 - (a) Jackson County Employee's are authorized to utilize cellular telephones, however, persons having access to these tools shall utilize them in a legal, professional manner.
 - (b) Any personal calls made from county owned cellular telephones will be for emergencies only. If personal use of use of county owned cellular telephones is unavoidable, it will be used as a last resort only. The employee will pay all associated charges for any unauthorized use of cell telephones.
 - (c) Communication should be conducted in a responsible and professional manner.
 - (d) Any use of county owned cellular telephones to improperly communicate messages that are derogatory, defamatory or obscene are expressly prohibited at any time.
 - (e) Electronic equipment provided for the use of Jackson County Employee's are the property of Jackson County.
- III. **GENERAL GUIDELINES:** Use of county owned equipment to transmit any personal opinions about the County, its position on any issue, or about any staff member or elected official, is strictly prohibited.
 - (a) Any use that is deemed to adversely affect the County Government is prohibited.
 - (b) Any department wishing to obtain a cellular telephone must seek prior approval from the Board of Supervisors.
 - (c) All statements must be detailed, including: date and time call was placed, number to which call was placed, number of minutes used per phone call.
 - (d) The Board of Supervisors shall have the right to review any bills or statements without notice.

Any violation of this Cellular Telephone Usage Policy will be subject to discipline up to and including termination. This policy is subject to change without prior notice.

APPROVED THIS 30th DAY OF June, 2000.

ATTEST:

Shelley Hoge, deputy
Jackson County Auditor

Chair John J. Willey
Member Abund B. Kendall

J. C. Engel