

**Board of County Commissioners  
Leon County, Florida**

Attachment # 1  
Page 1 of 7

**Policy No. 04 -3**

Title: ~~Cellular Phones~~ Wireless Communication Devices: Authorization; Issuance; and Usage  
 Date Adopted: ~~September 14, 2004~~ October 10, 2006  
 Effective Date: ~~October 1, 2004~~ October 11, 2006  
 Reference: N/A  
 Policy Superseded: Policy No. 96-3 – Cellular Phones; Pagers and 2-Way Radios, adopted 1996; Policy No. 04-3- Cellular Phones: Authorization; Issuance; and Usage, adopted September 14, 2004

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that: Policy No. ~~96-3~~ 04-3, adopted by the Board of County Commissioners on ~~February 13, 1996~~ September 14, 2004 is hereby repealed and superseded and a ~~new~~ revised policy is adopted in its place, to wit:

**A. Authorization and Issuance:**

1. ~~Cellular phones~~ Wireless communication devices, owned, or leased, by the County, or ~~cellular phone~~ wireless communication devices allowances may only be issued to the following County personnel:
  - a. County officials or employees whose job responsibilities require the use of such technology for the efficient provision of County services, or for the safety of employees in the provision of County services;
  - b. County officials or employees whose job requirements include emergency response or on-call duties;
  - c. Other personnel as approved by the County Administrator.
2. Wireless communication devices shall include but not be limited to cellular phones, pagers, handheld devices such as Blackberry® and Palm Treo® and all accompanying accessories. All purchases of such technology shall be approved, in advance, by the receiving department and/or division director.
3. The provisions of this policy shall not apply to County Commissioners, the County Administrator, nor the County Attorney.

**B. County Issued Cellular Phones Wireless communication devices:**

**1. Usage**

- a. All County officials or personnel shall be required to sign a "Usage Agreement" with the County which shall denote the receipt of the technology and understanding of the usage guidelines.

- b. The Purchasing Division will serve as Contract Administrator for the County ~~Cellular Phone~~ Wireless Communication Device Program and administer ~~cell phone~~ wireless provider contracts and employee "Usage Agreements".
- c. All County Officials or employees shall use this technology primarily for County related business. However, if such employee makes or receives a personal call on a County-issued wireless communication device, then that employee is required to pay for all calls above 60 minutes per month to the County. Employees in such circumstances are required to assist the ~~cellular phone~~ wireless communication device representative for their Department/Division in differentiating between business-related and personal calls, and to remit the full amount owed for personal calls in excess of 60 minutes within 30 days of first notification. Reimbursements shall be made at the contract rate per minute. A copy of the invoice highlighting personal calls indicating a total for each month and a check payable to Leon County Board of County Commissioners shall be submitted to the respective department for all personal calls exceeding 30 minutes per month. The actual cost of all personal long distance calls and roaming costs shall be reimbursed to Leon County regardless of the number of personal minutes allowed each month.
- d. Personal data transfers on County issued wireless communication device such as text messaging, pictures, musical ring tones, and the upload and download of Internet materials are prohibited. Such inappropriate activities will be subject to disciplinary actions as described by Leon County Personnel Policies and Procedures.
- e. County ~~Reserves~~ the right to monitor and audit the use of all County-issued ~~cellular phones~~ wireless communication devices.
- f. Reasonable precautions should be made to prevent theft and vandalism.
- g. ~~Cellular phones~~ Wireless communication devices should not be used when a less costly alternative is safe, convenient, and readily available.
- h. All expenses for the use of such technology by the County for County related use shall be paid from the operating budget of the receiving department or division.

## 2. Monitoring and Control:

- a. By reviewing monthly schedules of ~~cell phone~~ wireless communication device activity, immediate supervisors and department/division heads should monitor the use to insure they are being used appropriately.
- b. Each user shall review monthly service billings to determine and remit, as appropriate, a payment at the contract rate per minute per call that is of a non-county related purpose.
- c. Inappropriate use of ~~cell phones~~ wireless communication devices shall be reported to the respective department head and dealt with according to Leon County Personnel Policies and Procedures.
- d. ~~The Purchasing Division will provide an annual report of cell phone activity which includes cost, minutes used, and other pertinent information to assist in the monitoring and control of cell phone usage within the County.~~

**3. County Officials, Employees, and/or Department/Division Responsibilities:**

- a. Those County Officials and employees who are issued a ~~cellular telephone~~ wireless communication device shall be responsible for the operation, condition, and security of that ~~telephone device~~ while it is in their possession. The County Official or employee shall take all necessary precautions to ensure that the ~~telephone device~~ is not subjected to conditions that would adversely affect the ~~telephone device~~ or for which it was not designed.
- b. County-issued wireless communication devices are not to be used while operating a vehicle, unless the employee is utilizing a hands-free adapter on the wireless device and traffic conditions warrant the safe utilization of the hands-free option.
- c. Each department shall be responsible for maintaining an inventory tracking mechanism for each ~~cell phone~~ wireless communication device purchased by their department.
- d. A master inventory of all ~~cellular phones~~ wireless communication devices will be maintained by the Purchasing Division. The information for the master inventory will be furnished by the respective departments to the Purchasing Division.
- e. Each department shall be responsible for maintaining sign out sheets for temporary reassignments of equipment. This should be tracked at the division and/or department level.
- f. Upon termination of employment or upon the termination of tenure in office with Leon County, it shall be the responsibility of the County Official or employee to whom a ~~cellular phone~~ wireless communication device is assigned to return said ~~phone device~~ to their supervisor or to the County Administrator prior to their last date of employment or service in office. Failure to do so may result in the cost of the ~~phone device~~ being withheld from the said County Official's or employee's final paycheck until such time as said ~~cellular phone~~ wireless communication device is returned to Leon County.

**C. Cellular Phone Wireless Communication Device Allowance:**

1. As an alternative to using a County-issued ~~cellular phone~~ wireless communication device, authorized County Officials and employees, as determined by the County Administrator or County Attorney, may receive a monthly allowance on their non-county owned or leased ~~cellular phone~~ wireless communication device if it is appropriately used for County related business. If a County Official or employee is approved for this option, the County Official or employee must provide the County their ~~cell phone~~ wireless communication device telephone number to be used for County business and sign a Cellular Phone Wireless Communication Device Allowance Agreement. The County will not be responsible for the loss of or damage to, employee-owned ~~cellular phones~~ wireless communication devices. The County Administrator reserves the right to discontinue the ~~cell phone~~ wireless communication device allowance of any previously authorized employee.

**2. Authorization**

Those individuals who are authorized by the County Administrator or County Attorney to participate in the County's ~~Cell Phone~~ Wireless Communication Device Allowance Program include: County Commissioners, Commission Aides, Group Directors, Assistant To Group Directors, appropriate Division Directors and others as determined by the County Administrator. Special exceptions will be approved by the County Administrator or County Attorney or their designee.

**3. Rate**

The ~~cellular phone~~ wireless communication device allowance rate will be established by the County Administrator, and may be based upon comparable industry standards for ~~cell phone wireless communication device~~ service or on the standard basic service level rates, ~~and minutes, and features~~ provided for County issued ~~phones~~ wireless communication devices from an approved County ~~Cell Phone Provider~~ wireless communication device service provider.

Revised 9/21/04 10/11/06

**Leon County Board of County Commissioners**  
**COUNTY ISSUED CELLULAR TELEPHONES WIRELESS**  
**COMMUNICATION DEVICE**  
**USAGE AGREEMENT CERTIFICATION**  
**POLICIES/RESPONSIBILITIES**

**COUNTY OFFICIAL/EMPLOYEE CERTIFICATION**

I hereby certify by my signature that I have been provided a copy of the County policy for ~~Cellular Phones~~ Wireless communication device; that I have read and understand the requirements contained therein; and that I agree to comply with the requirements of the policy as now written or amended in the future.

Name of Authorized User: \_\_\_\_\_

Signature of Authorized User \_\_\_\_\_ Date: \_\_\_\_\_

Name of Division \_\_\_\_\_

~~Cellular Phone~~ Wireless communication device: Mfr \_\_\_\_\_  
Model \_\_\_\_\_

Serial # \_\_\_\_\_ ~~Cellular Phone~~ Wireless Telephone # \_\_\_\_\_

**Approved By:**

Division Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Group Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed agreement to the Purchasing Division.

## Leon County Cellular Phone Wireless Communication Device Allowance Agreement

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Cell # \_\_\_\_\_  
Department: \_\_\_\_\_ Service Provider \_\_\_\_\_

This Agreement is entered into between Leon County, Florida hereinafter referred to as the "County" and, \_\_\_\_\_ hereinafter referred to as "Employee," on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS, the County desires to provide the tools to help contact County Officials and employees when they are needed; and

WHEREAS, County Officials and employees have indicated a desire for the County to provide an allowance for the use of their non-county issued ~~phone~~ wireless communication device for County business;

NOW, THEREFORE, in consideration of the terms, conditions, and performance requirements contained herein, the parties hereto agree as follows:

**A. THE COUNTY OFFICIAL OR EMPLOYEE SHALL:**

1. Provide the County their ~~cell phone~~ wireless telephone number and allow it to be published and used for county business.
2. Agree to assume full responsibility for any and all cost associated with ~~cellular phone~~ wireless communication service, including county related matters.
3. Pay for any installation charges and any equipment needed, which will remain the property of the employee.
4. Notify in writing the appropriate division director if at anytime the employee disconnects their personal ~~cellular phone~~ wireless communication service for any reason or for any length of time.
5. Not hold the County responsible for the loss of, or damage to, an employee owned ~~cellular phone~~ wireless communication device.
6. Fully indemnify, release and hold harmless the County for any monetary cost or claims of any nature arising out of this ~~cellular phone~~ wireless communication device agreement.

**B. THE COUNTY SHALL:**

1. Authorize the County Official or employee to receive an allowance.
2. Provide an allowance to said County official or employee at a rate to be determined by the County Administrator in accordance with County Policy.

**C. TERM:**

1. The term of Agreement shall begin on \_\_\_\_\_, 20\_\_ and shall automatically renew annually unless terminated according to the provisions herein.

**D. TERMINATION:**

1. Termination ~~of~~ for Convenience. Either party may terminate the Agreement immediately upon written notice to the other party.
2. Termination for Cause. If the party fails to perform in the manner called for in this Agreement, or if the fails to participate actively with the County or does not maintain an acceptable performance evaluation, the County may terminate this Agreement.
3. Termination of employment with Leon County. If the party terminates his/her employment with Leon County all allowance costs cease.

I hereby certify by my signature that I have been provided a copy of the County policy for Cellular Phones wireless communication devices; that I have read and understand the requirements contained therein; and that I agree to comply with the requirements of County policy, as may be amended.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By:**

Division Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Group Director: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed agreement to the Purchasing and Human Resources Division.