

Anderson County Government Wireless Devices Policy

Purpose

This policy establishes guidelines for the purchase and appropriate use of wireless devices for county employees. Wireless devices include cell phones, hotspots and GPS units.

All County purchases of wireless devices must also comply with all Purchasing procedures and policies. All wireless devices are Anderson County property and may only be used for conducting Anderson County business.

Requesting a Cellular Device

A *Request for Wireless / Electronic Device Form* (the form) must be submitted to the Purchasing Office. The form is to identify the type of device and service plan needed, the funding codes and the justification. Cell phones cost exceeding \$200 must be paid by the employee.

Simple convenience is not a sufficient justification for a wireless device. Justifications include:

- Employee frequently travels on County business or regularly works outside of their assigned office.
- Safety of employee.
- Employee's position requires access outside of normal business hours

Available Plans:

- Basic calling (employee may only make and receive calls).
- Texting plan enables an employee to receive and send text messages.
- Data plan permits an employee to send and receive email and access the internet.

When applicable, the elected official/department head must determine the best shared plan for their employees.

The form includes the terms and conditions of wireless use and must be signed by the employee as an acknowledgement that these have been read and understood by the employee. The form must also be signed by the elected official/department head.

Each elected official/department head is responsible for the wireless devices in their department and is responsible for reviewing the usage on a periodic basis, to ascertain the reasonableness of the usage.

A new form is required for a change in a wireless device or service.

Loss or Damage

Employees issued wireless devices are responsible for the security and maintenance of the device and must promptly report any damage, loss, theft, or vandalism to the Purchasing Office at 457-6218 or at purchasing@andersontn.org and to the employee's supervisor. The Purchasing Office will review circumstances and arrange for the replacement or repair of the lost/stolen/damaged device.

Additional Terms and Conditions

Employees are discouraged from using a wireless device to make or receive calls while driving. Employees must follow all Federal and State laws regarding the use of wireless devices in motor vehicles. Texting or emailing while driving, and operating a wireless device in school zones are illegal in Tennessee. Other states have more stringent laws.

Employees that are fined for violations are responsible for payment of the fines and may be subject to disciplinary action.

In all cases, use of a County provided wireless device is subject to the acceptable use restrictions covered in the "Electronic Mail Acceptable Use Policy".

Violations

Failure to comply with County policy regarding wireless devices may result in disciplinary action, including termination of wireless device privileges. Any fees incurred through abuse of this policy constitutes misappropriation of County assets and misuse of government property, which may be subject to appropriate discipline. The County reserves the right to take legal action to recover any costs wrongly incurred by the county due to an employee's violation of this policy.

Request for Wireless/Electronic Device Form

Date: _____

Employee Name: _____ Employee Job Title: _____

Department: _____

Justification: _____

Requested Device: _____

Requested Accessories: _____

Device & Accessories Cost: _____

Device & Accessories Cost Budget Code: _____

Monthly Rate Plan Cost: _____

Monthly Cost Budget Code: _____

Employee Signature: _____

Elected Official/Department Head Signature: _____

(By signing this form the Employee and Elected Official/Department Head certify agreement and compliance with the Anderson County Government Wireless Devices Policy.)

Finance Director Approval: _____

Deputy Purchasing Agent Approval: _____

Wireless Vendor: _____

Date Ordered: _____

Wireless Phone Number Assigned: _____