

# SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## POLICIES & PROCEDURES MANUAL

### POLICY 62.010 - DEPARTMENT ISSUED CELL/SMART PHONES

Date: April 24, 2018  
Revision No.: 2  
Supersedes: November 1998 (Cellular Telephones)  
First Adopted: December 16, 1991

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#### **POLICY:**

It is the policy of the Water Department to assign cell and/or smart phones to those employees whose job responsibilities require that they have the ability to directly communicate with others at all times while on the job, and/or to those employees designated as key personnel during disaster responses.

#### **PROCEDURE:**

Each employee assigned a cell or smart phone is responsible for the care and use of the equipment. Each phone/employee is assigned a phone number accessible to and from all regular land line communications equipment.

Department cell/smart phones are to be used for business purposes. Charges to the phone may occur when calls and/or text messages are both received and placed and when accessing the internet. Department cell/smart phones shall be used minimally for personal calls/texts unless emergent. Employees shall endeavor not to use Department cell/smart phones to conduct personal business and shall limit conversation on incoming personal calls. Therefore, the assigned cell/smart phone number should only be given to business associates, and to family members for emergency purposes. All employees assigned a phone number will be responsible for all calls and texts placed to and from that number and any other activity performed using the phone. Once the "send" button is pushed, charges begin accruing, and busy signals or unanswered lines still accrue charges.

Department issued cell/smart phones, and all information stored on them, are provided at the Department's expense and are the Department's sole property. Calls, texts, or any other information are not private; they are business records that can be reviewed by the Department or subpoenaed under law and may be accessible to the public pursuant to the Freedom of Information Act (FOIA). Accordingly, employees should have no expectation of privacy regarding any communication sent or received, or any information accessed or stored on a Department issued cell/smart phone whether business related or personal in nature.

The Department reserves the right to access, monitor, and review the use of Department issued cell/smart phones, as well as to retrieve data that is stored and transmitted, for training

purposes, quality assurance purposes, and to determine if there have been any breaches of security or confidentiality, misuse, or other violations of Department policy. The Department may inspect the contents of any device at any time, for any reason, including purposes of investigation. The Department retains the right to access Department issued cell/smart phones even when protected by passwords and/or codes. Employees should not construe the use of codes or passwords as creating an expectation of privacy. Passwords and/or codes are required to be provided immediately upon Department request in the event of investigation, at the time of separation from employment, or any other instance deemed necessary by the Department.

Reasonable care should be taken to prevent cell/smart phone loss or damage. When travelling, care should be taken to keep phones secure. Phones should be kept within reach, and when necessary to leave phones, they should be in a locked environment and out of sight. Employees are responsible for the cost of reckless loss of assigned cell/smart phones as determined on a case by case basis.

Employees must return their cell/smart phones to the Department when no longer required for their work assignment and/or upon separation from employment. Phones must be returned in good condition and in working order. Employees will be responsible for the cost of intentional damage to Department issued cell/smart phones.

Reports detailing calls and texts placed/received by Department cell/smart phones are generated monthly. Employees who place/receive excessive personal calls/texts, and/or personal calls/texts that incur charges, or who access the internet in excess incurring charges, will be required to reimburse the Department for such charges.

Department issued cell/smart phones may not be loaned or assigned permanently to another employee without prior consent of a Division Director and notification to the Purchasing section and the Deputy General Manager.

Division Directors shall be required to periodically evaluate utilization of cell/smart phone usage to insure compliance with this policy.

**AUTHORIZATION:**

Purchase and assignment of cell/smart phones will be recommended by Division Directors and authorized by the Deputy General Manager. Review and update of department cell/smart phone assignments will be conducted by Division Directors and the Deputy General Manager yearly during budget preparation.

**Policy Review**

Established:	<u>12/16/1991</u>
Revised:	<u>11/1998</u>
Revision Approved:	<u>5/8/2018</u>

No changes:	<u>7/2019</u>
No changes:	<u>7/2020</u>
No changes:	<u>7/2021</u>