



LARAMIE COUNTY GOVERNMENT

TITLE Cell Phone Policy	APPROVAL DATE 8/6/2019
SECTION Computer Systems	REVISION DATE N/A

Cell phone may be issued to County employees when use of a cell phone is necessary for the performance of duties and approved by an Elected Official or Department Head. No personal use of a County- issued cell phone is permitted, excepted for *di minimis* personal use or on an occasional basis.

Expectations of Privacy

County employees are advised that they have no expectation of privacy in regard to the use of County- issued cell phones or other electronic devices or the data or information collected by or related thereto. All such devices are subject to inspection, seizure and removal at any time in the discretion of County officials.

Use While Driving on County Business

Use of a cellular telephone (including texting & e-mail) for any purpose (public or private) while operating any motor vehicle in a lane of traffic on County business is strictly forbidden. This applies to all county officials and all categories of employees, whether full-time, part-time or temporary. Violations of this policy will not be tolerated. If the use of a cell phone is required to conduct County business while operating any motor vehicle, the official or employee should pull the vehicle to the side of the road or any safe location. If it is not possible to do so, cellular telephones should not be used. Exceptions may be made for use via a 'hands-free' device, or for emergencies where the belief exists that use of a cell-phone is necessary to save a life or property.

Personal Use of Cell Phones During Work

Personal use of cellular telephones during the workday (including texting & e-mail) can create substantial distractions to the employee and to others. Therefore, as a general rule, employees should keep personal use to a minimum. It will be considered unacceptable for an employee to exceed what their elected official or Department Head believes to be an appropriate level of personal use.

Issuance

Elected Officials/Department Heads will determine which staff will be issued a County cell phone and those who would be eligible for a cell phone stipend. All county-provided cell phones will be under a contract administered by the IT Department.



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If an Elected Official/Department Head determines it necessary for an employee to have the use of a cell phone to perform their duties, the Elected Official/Department Head may choose one of two options for the employee.

Option 1 - Stipend

Upon approval of the Elected Official/Department Head, the County will pay a stipend to the employee for business-related use of a personal cell phone.

- The employee is responsible for purchasing a cell phone and maintaining a cell phone plan with a provider of their choice.
- The cell phone plan will be in the employee's name and the employee will be solely responsible for all payments to the service provider.
- The employee will be required to use their personal cell phone for business purposes.
- The employee will not be required to submit any documentation to the County unless required under the Public Records Act
- If the employee terminates the cell phone plan they must notify their supervisor within 5 business days to terminate the stipend.
- The County doesn't accept any liability for damage to the employee's cell phone or for disputes between the employee and the service provider.
- The amount of the stipend will be reviewed annually by Commissioners and the Finance Director for compliance with State and Federal laws and regulations and Commissioners will approve the stipend amount.
- The stipend will be paid to the employee on their paycheck as a non-taxable fringe benefit.
- Employee will:
 - Attest to related necessary business use;
 - Avoid using the cell phone for work-related purposes while operating a motor vehicle, machinery or in other dangerous situations;
 - Delete all County data from the cell phone when employment with the county is severed, except when required to maintain the data in compliance with a litigation hold notice.

Option 2 – County-issued cell phone on County contract

All cell phone contracts will be initiated and managed by the IT Department. The County will pay the service provider the cost of the phone and plan and will charge the respective Department/Elected Official's budget. The County Commissioners may exempt some



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departments from having IT manage their cell phone(s) accounts if they determine that it is in the best interest of the County.

- County cell phones are for County business only;
- No personal use of a County-issued cell phone is permitted, except for di minimis personal use or on an occasional basis
- Employees are advised that they have no expectation of privacy in regard to the use of County-issued cell phones, the data or information collected by or related thereto. All such devices are subject to inspection, seizure and removal at any time at the discretion of County Elected Official/Department Head;
- Upon termination or when a new phone is purchased the employee will return the phone to the County IT Department.

All employees who require a cell phone to perform their job duties will be required to sign a disclaimer that they have read and understand the responsibilities associated with either the stipend or a County-issued cell phone.