



3515 C

Central Department Cellular Phones

Regulation 3515 C

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I. PURPOSE

The purpose of this Regulation is to establish the rules for distribution and use of cellular phones purchased by central administrative departments for the use of its employees to accomplish district business.

II. ACQUISITION, DISTRIBUTION AND REQUIRED USE

- A. A District department may purchase cellular phones and services for its employees to perform their duties in an efficient manner.
- B. Departments may require employees to use the department cellular phone in the performance of their duties.
- C. Central department cellular phones are assigned to employees or other district personnel only so long as the person remains assigned to the department to which the device is assigned and the department head concurs with the assignment.

III. DEVICES, SERVICE AND FINANCIAL RESPONSIBILITY

- A. The department head shall determine the appropriate device or devices and level of service required to accomplish the district's business in cooperation with the Informational Technology Services Department.
- B. Unauthorized service uses shall become the personal financial responsibility of the person assigned the device, regardless of who engages the service.
- C. Every employee who is distributed a cellular phone shall provide, on a form provided by the District, acknowledgement of
 - 1. the terms of acceptable use;
 - 2. description of financial responsibility for the device; and
 - 3. other information regarding the possession of the equipment.
- D. Employees who are distributed a cellular phone may elect to add services for personal use to their device for a fee established by the District or the District's vendor.
- E. The cost of directory assistance use shall be the financial responsibility of the employee to whom the device is assigned, regardless of who places the call.
- F. Employees must report the damage, loss or theft of any central department owned cellular phone, as soon as is practicable, to the person's supervisor.



1. In the case of theft, the financial burden of replacing the device is the department budget.
2. In the case of damage or loss, the supervisor will determine whether or not the person was negligent, and if so, may require the person to reimburse the District for the cost of the replacement device.
3. Damage, loss or theft of a device may result in the issuance of a new telephone number with a replacement.

Cross references:

MPS Policy 3000 (Code of Ethics)

MPS Policy 3515 (Telephones)

MPS Regulation 3515 A (Definitions)

MPS Regulation 3515 E (Privacy Expectation Notice)