

## **HAND HELD WIRELESS COMMUNICATION DEVICE (CELL PHONE) POLICY**

### **Introduction**

This policy applies to any hand held wireless communication device (cell phone) that makes or receives phone calls, leaves messages, sends text messages, provides internet web browsing capabilities or downloads and allows for the reading of and responding to email.

Cell phones enable fast communications, remote wireless connectivity and more productive mobile employees. However, such devices add significant operating expenses and create additional security concerns for the division. Therefore, the division maintains and enforces this Policy to help the Division maximize security and mitigate costs.

### **Personal Use of Cell Phones**

Cell phones are provided to some Division employees for use as productivity and accessibility enhancement tools. Such provision is for the benefit of the Division, providing the possibility of access to these individuals after hours, while away from their work location and while in travel status. It is burdensome to require these individuals to carry more than one cell phone to achieve access to both family and business. Therefore, personal use that does not conflict with Division use of cell phone devices is permitted. Such personal use should be limited in both occurrence and duration. Such use shall not be considered an entitlement.

Costs incurred by the Division for personal, non-division related use or for personal items, apps or software are to be reimbursed by the employee.

Attempts will be made to provide methods for individuals to track their own usage on an ongoing basis. Until an effective solution is in place, where further clarification of charges is required, Divisional cell phone holder will be provided a detailed monthly cell phone usage report. A divisional/personal use form with reference to the cell phone use policy and statement of compliance will be included with the report.

#### **Divisional/Personal Use Form Statement:**

I am familiar with the Division cell phone use Policy DJDJ and have reviewed the monthly usage for the communication device that the division has issued to me. I am in compliance with the policy and have reimbursed the Division for personal usage in accordance with it.

Cell Phone Number: \_\_\_\_\_

Total bill: \$ \_\_\_\_\_

Personal use: \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Each employee will review their phone usage, sign the compliance statement and return it to the Division office along with any reimbursement owing.

### **Use of Cell Phones in Vehicles**

Employees must adhere to all municipal, provincial, federal or when travelling local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones while driving vehicles if such conduct is prohibited by law, regulation or other.

### **Responsibility for Security**

Employees are responsible for the security of their devices. The Division will self insure these devices and employees will be responsible for the payment of a deductible as determined by the Division. All devices and accessories remain the property of the division.

In the event that a cell phone is lost, stolen or misplaced the Information Technology department manager should be notified immediately so that appropriate steps can be taken to remotely render the cell phone useless.

### **Camera Use**

The use of the camera functionality of divisional phones must be in adherence with FIPPA regulations. Cameras may not be used to compromise the privacy of individuals or capture private information.

### **Penalties**

Violating this policy could result in disciplinary action leading up to and including termination or employment.

### **Acknowledgement of the Cell Phone Policy**

This form is used to acknowledge receipt of and compliance with the Cell Phone Policy.

**Procedure**

Please complete the following steps:

1. Read the Cell Phone Policy.
2. Sign and date the Acknowledgement Form in the space provided below.
3. Return the signed form to the Assistant Superintendent – Personnel.

**Signature**

By signing the form you agree to the following terms and conditions:

1. That you have received, read, and understand the policy,
2. That you understand and agree that you will not incur any costs or charges resulting from the personal use of the division provided cell phone without reimbursing the division for those costs,
3. That use of the cell phone within a vehicle must comply with municipal, provincial, federal or other legislation,
4. That the use of the cell phone camera must not violate personal privacy or capture private information,
5. That you understand and agree that the security and replacement of the division provided cell phone is your responsibility and that the cell phone remains the property of the division.
6. That you understand and agree that violating this policy could result in disciplinary action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

**Divisional/Personal Use Form Statement:**

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Cell Phone Number: \_\_\_\_\_

Total bill: \$ \_\_\_\_\_

Personal use: \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_