

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>  <b>CELLULAR TELEPHONES</b>	<b>DATE APPROVED:</b>  <b>5/17/01</b>	<b>EFFECTIVE:</b> <b>5/27/01</b>	<b>POLICY NO.</b> <b>425</b>
		<b>REPLACES:</b>  <b>NEW</b>	

**POLICY:**

Cellular telephones are intended for business purposes only. Cellular phone use while operating a vehicle is strongly discouraged. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

**ALLOWED PERSONAL USE:**

Using County cellular telephones for personal business should be kept to a minimum. If unforeseen circumstances develop where employees must use their County issued cellular telephone for reasons other than County business, it is up to the employee and his or her supervisor to determine whether the employee should reimburse the department for this phone call.

While on overnight travel status, employees should not use their County issued cellular telephones unless it pertains to County business or a conventional telephone is unavailable.

**MANAGEMENT OVERSIGHT:**

Departmental supervisors must approve cellular equipment purchases and cellular services prior to installation. County departments should use cellular contracts as approved by the Board of Commissioners. Any department with special circumstances will be required to receive the approval of the Purchasing Department prior to the initiation of cellular services which are not covered under the County approved agreement. Periodically, supervisors should evaluate which employees need to have a cellular telephone. For employees who have jobs that require them to have access only on an occasional basis, they should have access to cellular telephones on loan from the department.

Supervisors should review this policy with the employee when cellular telephone service is approved for their use.

**MISCELLANEOUS:**

When cellular telephones are issued to an employee, the employee should be reminded that conversation over cellular telephones are not confidential and can be monitored by outsiders.