



Enriching Lives & Connecting Communities

Cellular Telephone Use

Administration
Policy No. 1010

Revision Date: December 16, 2013
Last Revision Date: April 16, 2012

Policy Statement

Richland County Recreation Commission has cellular telephones to be used for official business only. The telephones are provided primarily for use by weekend on-call staff. Cellular telephones may also be provided for use where telephone access is critical and where a land line is not readily available.

GUIDANCE:

The Executive Director must approve the assignment of cellular phones or blackberry devices. In making those assignments, the Executive Director must consider the following:

1. If the assignment of the cellular phone / blackberry device is necessary for the employee to perform essential RCRC business,
2. If the assignment of the cellular phone / blackberry device will improve safety,
3. If the assignment of the cellular phone / blackberry device will increase productivity,
4. If the assignment of the cellular phone / blackberry device will increase service to the public, and/or
5. If there are other situations in which necessary communications cannot be provided by any other means.

Form 303: Attached as Addendum A

The employee who is issued a cellular phone / blackberry device must sign the agreement (Form # 303) prior to his or her receiving the cellular phone / blackberry device. Human Resources will retain a copy on file.

Parks Division:

Due to the unique nature of the Parks Department, phones may be assigned to individuals serving in a temporary supervisory or on-call capacity. However, the employee must sign Form # 303 prior to being given the phone by the Parks Department.

USE OF AGENCY ASSIGNED CELLULAR PHONES or BLACKBERRY DEVICES:

Training:

Employees should be trained by the vendor or approved RCRC staff regarding the features of the cellular phone prior to the phone's issuance.

Authorized Use of Cellular Phone or Blackberry Devices:

Cellular telephones are to be used for business purposes only except for the following situations related to the employee's job:

1. Calls to family if the employee is required to work late in a place other than their office after the employee's normal work day,
2. Calls to notify family of a change in schedule when an employee is traveling on Commission business,
3. Calls to make childcare or similar arrangements when an employee is delayed because of Commission business,
4. Emergency calls to family to check on the well-being of a family member.

Use While Operating a Non-Commercial Motor Vehicle:

Employees should try to limit use of cellular phones / blackberry's while operating a motor vehicle. Employees should try to make calls while the vehicle is parked or stopped. Some use of cellular phones while driving is inevitable; therefore, employees are to use care in driving while talking on the phone. Employees likely to use cellular phones while driving are encouraged to use the hands free / speaker phone features of the phone / blackberry device to allow full use of both hands while driving. **No texting while driving. Persons operating a RCRC bus or van are prohibited from using a hand-held mobile telephone unless it is a special circumstance, such as contacting law enforcement or emergency services.**

Commercial Motor Vehicles

The U.S Department of Transportation **prohibits** commercial drivers from using a hand-held mobile telephone while operating a commercial truck or bus. Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license (CDL) after two or more serious traffic violations. Companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000. CMV drivers may use a handheld mobile telephone while driving only in special circumstances, such as contacting law enforcement or emergency services.

ACCOUNTABILITY:

Review of Phone Bills:

Phone bills will be reviewed and audited to ensure compliance with authorized use requirements and budget limits. Any employee who is assigned a cellular phone / blackberry may be asked to provide

information regarding and/or justify any call made. Employees are responsible for any unauthorized charges and will reimburse the agency for those charges. Unauthorized charges may include but are not limited to the following:

1. Roaming charges not part of the plan that are attributable to personal use,
2. Long distance charges not part of the plan that are attributable to personal use, and
3. Charges (unauthorized) for additional minutes beyond the maximum minutes allowed by the plan.

Loss or Damage of Cellular Phone / Blackberry

The employee must immediately report any loss or damage of a RCRC issued cellular phone / blackberry to his or her immediate supervisor and to the vendor. If the loss is a result of the employee's negligence, the employee may be required to reimburse the RCRC for the full replacement cost of the phone. If the damage is a result the employee's negligence, the employee may be required to reimburse RCRC for the repair or replacement of the phone.

Loss of Cellular Phone / Blackberry Privileges:

Failure to comply with this agreement may result in the loss of cellular phone or blackberry privileges to include disciplinary action up to and including termination. In addition, the division director and/or immediate supervisor may, at any time, request the return of the cellular phone or blackberry device. The employee must return the phone to their immediate supervisor within twenty-four hours of the request.

Reassignment of Phone:

The Department Director is responsible for notifying the Division Head if a cell phone / blackberry device is reassigned to another staff member for any reason or is lost or inactive. Upon reassignment, the employee to whom the phone is assigned will complete Form # 303 and that form must be sent to the Executive Director or his designee for approval and forwarded to the Human Resource Department for filing. A copy of this form will be attached to the purchase order.

Termination of Employment:

Upon termination, the employee must return the cellular phone / blackberry device to RCRC in operational condition. Failure to do so could subject the employee to reimburse the Commission for the cost of the assigned phone / blackberry. Any amount to be repaid will be deemed to constitute an advance of wages, which may be withheld from the employee's final paycheck.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

Addendum A

RCRC Cellular Phone Usage Acknowledgement

FORM 303

I acknowledge receipt of a cellular phone / blackberry device and agree to use it only in accordance with RCRC policy, to prevent its unauthorized use, and to report its loss or theft immediately to my immediate supervisor. I agree to surrender my cellular phone / blackberry device to my supervisor upon request.

**Cellular phone / Blackberry user's signature
And Date**

Phone Company: _____

Cellular Phone Number: _____

Serial Number: _____

Blackberry 8703e

ESN: _____

PIN: _____

Model: _____

Make: _____

Office Number: _____

