PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

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Purpose

To establish Pima County policy for the approval, assignment, supervision and usage of County-owned cellular phones, car mounted phones, personal digital assistants or portable computers with wireless voice or data capability, collectively referred to as cellular telephones.

Background

Cellular telephones are used by County Elected officials and employees to conduct County business. The operating costs associated with the acquisition, ongoing usage and maintenance of cellular services and equipment can often be significant. While the Pima County Board of Supervisors ("the Board") recognizes the need for County departments to utilize cellular telephones for their continuing operations, additional objectives include cost containment, proper assignment of cellular phones/service and supervision of cellular telephone usage. To achieve these goals, this policy establishes criteria for cellular telephone assignment and identifies the individuals or departments responsible for authorization, acquisition and oversight of cellular telephones.

Policy

Definitions

In this policy, unless the context otherwise requires:

"County Administrator" means the County Administrator or their designee.

Implementation

1. Cellular telephones will be assigned only if one of the following criteria is met: (1) the assignee is employed at a level that requires the assignee to make significant policy determinations; (2) the assignee has a job that requires continuous contact or immediate response to situations that promote public or employee safety; (3) the assignee has direct responsibility for managing a field operation or whose job requires the assignee to spend a significant amount of time in the field or in vehicles and who receive a high volume of time sensitive calls; (4) the assignee is responsible for transmitting data between the portable device and County computer systems (5) the assignee's Elected Official/Department Head has determined the employee needs the phone on a temporary basis (interim assignment).

2. The County Administrator shall authorize all cellular telephone assignments, upgrades or additional cellular telephone accessories. Authorization will occur only if proper justification is specified and endorsed by the employee's Elected Official/Department Head or designee.

3. The County Administrator shall provide an annual report to the Board of Supervisors on cellular phone usage.

4. The County Administrator may designate a County Department(s) to:

- Maintain an accurate inventory of all County owned cellular telephones.
- Determine the type of cellular equipment and monthly cellular service appropriate for the assignee. Unless otherwise justified and authorized, cellular service shall be for basic service and phone equipment will be of acceptable quality that meets user requirements at the best cost to the County, as determined through the approved procurement process.
- Oversee the acquisition of cellular telephones and the activation and deactivation of cellular services.
- Conduct periodic reviews of employee phone plans.

5. The County Administrator shall require Elected Officials and Department Heads to be responsible for the following:

- Maintaining an accurate inventory of all cellular phone assignment in their departments. The inventory will identify if a cellular phone is designated for confidential operations.
- Conducting audits to monitor the volume of calls, to ensure that personal calls originating from County cell phones are being reimbursed to the County and to determine if there is a continued need for cellular telephone service in each position
- Coordinating activation, deactivation and reassignment of cellular phones or service with the Information Technology Department.

6. County owned cellular telephones should only be used for County business; personal use is discouraged. Employees must reimburse the County for personal telephone calls at the standard County per minute rate.

7. Assignees who have lost or damaged their cellular equipment will be responsible for the replacement cost. This fee may be waived by the County Administrator in certain exceptional circumstances.

8. If a cellular telephone or service has not been properly authorized, is being used inappropriately or if an assignee is not adhering to any other provision or requirement of this policy, the offending individual will have their cellular telephone privileges suspended pending review by the County Administrator.

Responsible Departments

The Office of the County Administrator and Pima County Elected Officials and Departments utilizing cellular telephones.

References

Pima County Administrative Procedure on Cellular Telephones (3-12)

Effective Date: March 2, 2004