



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 528
VERSION: 1

SUBJECT: PHONES AND HANDHELD ELECTRONICS USAGE

POLICY:

During work hours, cell phones or any other handheld devices are to be used for County business ONLY. The use of these devices for personal business, while on duty or in patient care areas, is PROHIBITED.

PURPOSE:

To state Facilities Departmental Policy on the use of cell phones or other handheld electronic devices.

PROCEDURE:

County issued cell phones are to be used for County business ONLY, they may NOT be used to conduct personal business. Personal business may ONLY be conducted on personal phones when on breaks or lunch periods and away from work areas. Personal business should never be conducted during work hours.

Personal speaker phone, Bluetooth devices, IPODS, IPADS or any other MP3 device, may NOT be used or worn when, in patient care areas or around the public. When listening to these devices at break or lunch periods, you must wear earphones so you do not disturb those that are around you. Remember, it is their break time as well.

1. No personal calls may be made on County phones.
2. Personal calls or text messaging may ONLY be made from your own personal cell phone, and may only be done during breaks and lunch periods. Personal phones may ONLY be used away from work areas and the public.
3. Personal cell phones must be on "vibrate" or Silent" mode at all times.
4. "Bluetooth" or other similar devices are NOT to be worn or operational while on duty.
5. Personal IPODS, IPADS or any other MP3 device, may NOT be used while in patient care areas or around the public.
6. All County equipment (i.e. Computers, printers, facsimile and copy machines) are to be used for County business ONLY.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/25/2013	Original Date: 10/01/2013
Reviewed: 04/11/2016	Next Review Date: 04/11/2017
Supersedes:	