



**COUNTY OF SAN BERNARDINO**  
**PRESCHOOL SERVICES DEPARTMENT**  
**POLICY**

NO. FM-02      ISSUE 1  
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EFFECTIVE: 06-14-12

**SUBJECT:**

**Appropriate use of County Issued Cell Phones**

**APPROVED:** 06-13-12

*[Signature]*  
**BY: Ron Griffin, Director**

**PURPOSE**

To establish a standardized policy for the appropriate and authorized use of County-issued cell phones by Preschool Services Department (PSD) staff.

**POLICY**

It is policy of the County of San Bernardino to issue County cell phones to employees under certain approved circumstances in the job in order to conduct County business. All County cell phone issuances require a Department Head approval.

**REFERENCE**

Internal Controls and Cash Manual, Chapter 21 – County-issued Cell Phones.

**PROCEDURE**

**PSD Supervisor Responsibilities**

A PSD supervisor will be responsible for:

- Submitting a request for approval to the Deputy Director or Director to issue a County cell phone to an employee including the business purpose for the request,
- Having the employee complete the Request for County-Issued Cell Phone, form HSPSP Attachment 3-4.2, after approval from either the Deputy Director or Director has been received,
- Signing the HSPSP Attachment 3-4.2, and
- Forwarding the original HSPSP Attachment 3-4.2 to Human Resources to be filed in the employee personnel file.

**Finance Department Responsibilities**

The Finance department is responsible for tracking and monitoring County-issued cell phone distribution and use. The Finance department duties include:

- Maintaining an inventory list of cell phones issued to employees with the associated cell phone number

- Documenting monthly reviews of cell phone bills for personal usage

### **Reasons for Issuing a County Cell Phone**

A PSD employee may be issued a County cell phone for business related use when one or more of the following circumstances exist in their current work assignment:

- The employee works an extensive number of hours in the field and/or in remote areas without any other form of communication
- The employee may encounter stressful and dangerous situation while conducting County business
- The employee is required, on a continuous basis, to work outside of the normal daytime hours in a capacity that requires travel on County business

### **Authorized Use of County-issued Cell Phones**

The employee receiving a County-issued cell phone is only authorized to make business related calls while conducting official County business, including all incoming and outgoing calls and/or data usage. These calls should be restricted to normal business hours.

If an employee utilizes a County-issued cell phone for county business during non-business hours, the employee shall provide documentation justifying the call, such as:

- Name of family/parent contacted
- Name of other department personnel contacted
- Reasons for the call

### **Emergency calls**

In the event of an emergency, employees are allowed to dial 911.

### **Reimbursements**

Employee will be responsible for reimbursing the county for all other calls as noted below:

- \$0.10 per minute of call duration for identified personal calls,
- Carrier rate for text messaging, and
- Carrier rate for directory assistance for non-business related calls.
  - Employee is encouraged to utilize 1-800-BING-411 to make directory assistance calls to prevent charges for directory assistance.

The PSD employee is responsible for reimbursing the County for usage the same week the monthly invoice is received, whenever a call on the monthly invoice is identified as a personal phone call,.

### **Employee Termination**

Upon termination of an employee who has been issued a County-issued phone, the PSD supervisor is responsible for:

- Obtaining the cell phone from the employee, as part of the termination checklist, and
- Turn in the cell phone to HR. HR will forward the phone to the Technology Supervisor for termination of service on the phone.