

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Security Measures
Policy Number: 10.02.02
Policy Name: Cellular Communication Devices

Original Effective Date: 06/24/1994
Revision Date(s): 08/01/2013, 07/01/2004
Current Revision Date: 08/01/2016
Approved By: Thomas D. Pristow

PURPOSE: To enhance the safety and communication of CCDCFS staff working in the community

SCOPE: This policy applies to CCDCFS staff assigned a cellular telephone (regular or smartphone).

POLICY

- I. CCDCFS staff working in the community are assigned cellular phones as a safety precaution and means of communication.
- II. County cellular phone usage is limited to business-related communication and/or emergencies.
- III. During working hours, all CCDCFS staff must have their cellular phone turned on and with them at all times and must be responsive to calls and/or messages.
- IV. All CCDCFS staff should silence their cellular devices during meetings and training sessions, but it is to remain on.
 1. If you must answer a call, please excuse yourself and take the call out of the room.

PROCEDURES

- I. **Employees Must Report Lost or Stolen Cellular Devices Within 24 Hours**
 1. The employee must notify their supervisor
 - a. Complete an incident report with Protective Services for lost/stolen equipment
 - b. Complete a police report for stolen equipment
 - c. Staff is responsible for any calls/texts made on unreported lost or stolen devices.

- II. **Replacement Cost for Lost or Damaged Equipment**
 - 1. Cellular telephone \$25.00
 - 2. Smartphone \$50.00
 - 3. Charger \$16.00 – Lost
 - a. Damaged chargers are replaced at no cost (you must return the damaged charger)

 - III. **Failure to Report a Lost or Stolen Device Will Result in the CCDCFS Staff Reimbursing the County for All Usage**

 - IV. **Reimbursement for Personal Usage of County Issued Cellular Devices**
 - 1. County staff cellular records are accessible via MyHR
 - a. Acknowledge whether or not there is personal usage
 - i. Personal usage is reimbursed at .10 per minute
 - ii. Personal usage of less than \$2.00, staff must submit acknowledgement
 - iii. Personal usage over \$2.00, staff must submit acknowledgement, and submit printed form and payment to Building Management via check or money order made payable to CCDCFS.
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- V. **Unacceptable Usage of Cellular Devices**
 - 1. Directory assistance i.e. 411 and/or 800-555-1212
 - a. Staff is responsible for these charges (\$1.75 – \$2.75)
 - i. Staff must utilize 1-800-FREE411 (1-800-373-3411)
 - 2. Downloaded ringtones and/or subscriptions to games, entertainment media, etc.