

**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.

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.