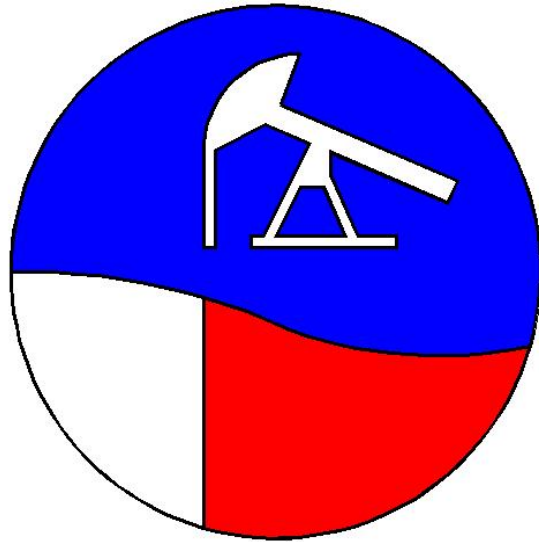


# **ECTOR COUNTY, TEXAS**



# **MOBILE DEVICE POLICY**

**Adopted by**

**Ector County Commissioners Court**

**November 24, 2014**

# **ECTOR COUNTY MOBILE DEVICE POLICY**

This Policy establishes guidelines for issuance and usage of County-owned mobile devices (including cellphones), for monitoring and controlling costs related to mobile device use in connection to County business, and for security and privacy of the information contained on the device. This Policy outlines the mobile device options supported by the County, guidelines for appropriate use, and other administrative issues relating to acquisition and reimbursement.

This Policy was created in order to enhance employee safety, limit County liability, and help manage technology costs.

## **I. POLICY:**

Ector County will consider the issuance of a mobile device to an individual when his/her responsibilities require one or more of the following:

- A. The employee to spend an extended amount of his/her working time away from a fixed workstation making timely communication difficult to transact.
- B. The employee to be reached immediately.
- C. The employee to be “on call” outside of normal business hours.
- D. The employee to make frequent and prolonged travel and have a need to access email and/or other County systems.

The final decision on whether an employee will be issued a mobile device rests with the Elected Official or Director of the department in which the employee works. However, mobile devices will not be issued to student workers, contract employees, temporary personnel, consultants, or other workers that do not have a compelling use for the technology. Part-time workers may be issued devices with approval.

Only County-owned mobile devices will be allowed to gain access to the County network. Personally-owned devices may not be used for County business, but may have access to County email accounts, if the proper precautions are taken and proper approval is given. If the individual’s needs require a network-connected mobile device, he/she should file a request for a County-owned device to include a tablet or laptop. The list of approved personally-owned devices, usable for County email purposes, may change over time, and includes, but is not limited to: Android, iOS, Blackberry, and Windows smart phones and tablets.

Any employee issued a mobile device under this Policy must comply with the appropriate use provisions of the Policy, and related technology use policies and all other Ector County policies. Failure to do so will result in loss of use of the mobile device and may result in disciplinary actions, up to and including termination.

All devices must be password protected using features of the device and a strong password is required. Device must lock itself if left idle for five minutes. IT Staff must have the ability to remotely wipe a device if the device is lost, the employee terminates his or her employment, or if IT detects a security breach or other threat to security of Ector County's data and technology infrastructure. It is the responsibility of the device owner to maintain backups of contents on the device for recovery in the event of a necessary wipe. The County reserves the right to disconnect, disable, or wipe devices without notification.

**Lost or stolen devices must be reported to the County within 24 hours.**

**II. REQUESTS FOR MOBILE DEVICES:**

Employees requiring the use of County-owned mobile devices (including cellphones) must make the request through their Elected Official or Department Director. Officials and Directors must make the request in writing via the [request form](#) and send it to the Information Technology Department, identifying the employee, specific capabilities needed by the employee (e.g., mobile device, calling, email, instant messaging, internet access), and cost center against which the cost will be billed. In order to take advantage of volume pricing discounts, Ector County has standardized certain devices, service packages, and accessories. The IT Department will provide recommendations to the Director or Elected Official as to the best plans and devices to be used by the County and its employees. When devices are no longer needed the Elected Official or Department Director will submit the [cancellation form](#) to the Auditor's Office.

**III. APPROPRIATE USE:**

Mobile devices owned by Ector County and used by its employees must be used appropriately, responsibly, and ethically. In addition to all other Ector County policies, the following provisions must be observed at all times when using a County-owned mobile device. Failure to do so will result in loss of the device and may result in disciplinary actions, up to and including termination.

- A. County-owned mobile devices are property of Ector County and must be treated, used, and safeguarded. If an employee damages or loses a County-issued mobile device, the employee must notify the IT Department immediately.
- B. No employee is to use a County-owned mobile device for the purpose of illegal transactions, harassment, discrimination or obscene behavior, in accordance with other existing employee policies.
- C. If a mobile data/minutes plan is provided for the device, any service data/minutes that are "included" in the monthly plan are property of Ector County.
- D. Ector County employees are prohibited from using a County-issued mobile device (including cellphones) while operating a motor vehicle, unless the employee is using a hands-free device or is able to safely pull over.

- E. Employees are restricted in their use of the device to County business purposes; this includes instant messaging, email and website access, or approved apps. Games or unapproved apps are prohibited. County-owned devices may not be rooted, jailbroken, or otherwise altered in an unapproved manner.
- F. Employees are not to download/transfer business data that is considered sensitive or confidential to their personal devices, including charge/case-related documents that contain personally identifiable information.
- G. While it is understood that employees may make occasional personal calls to family members, employees are expected to keep these calls brief. Other types of personal calls are discouraged and excessive use of cell phones for non-business purposes may result in the loss of cell phone privileges.
- H. Employees should have no expectation of privacy in their County-owned mobile device. The device, including cell phones, can be confiscated at any time and without prior notice for review of use, including calls, e-mails, instant messaging, texts, websites and other use.
- I. All County business on a County-owned mobile device or a personal device is subject to the Public Information Act.

#### **IV. CHARGES:**

Mobile devices owned by Ector County and used by its employees are paid for by the County, using the following provisions:

- A. All costs associated with issued mobile devices will be allocated to the appropriate department.
- B. Monthly itemized bills will be received by the County and reviewed by Purchasing, with costs allocated to the line item account identified when the original request for the mobile device was made by the Elected Official or Department Director.
- C. Billing information may be obtained from Purchasing.
- D. Ector County will not reimburse employees for cellular telephone calls incurred on behalf of the County via an employee-owned/controlled cellular telephone. Ector County will pay a monthly stipend for employee-owned devices approved for County business usage.

#### **V. LOANER DEVICES:**

Ector County has a small supply of mobile devices available for short-term assignment.

- A. All policies for appropriate use of County-owned mobile devices (stated above) also apply to County loaner devices.

- B. Requests for loaner mobile devices must be made by the Elected Official or Department Director through the Help Desk System identifying the need, employee, duration of the loan and line item account against which the mobile device's use will be billed.
- C. Requests for loaner devices are filled on a first-come, first-served basis.
- D. Cost for loaner devices will be allocated by Auditor to the appropriate Department line item account.