
Section: 1.30 Cellular Policy

Effective Date: 01/19/2011

Revision Date: 10/25/2011

Approved by: Chief Ehret 10/25/2011

SCOPE

This policy applies to all South Metro Fire Department employees.

PURPOSE

The South Metro Fire Department recognizes that changes in technology and job responsibilities warrant the use of mobile communication devices. The purpose of this policy is to define guidelines for end users using cell phones or mobile data devices to conduct Department business. This cell phone policy applies to:

- Mobile/cellular phones
- Smartphones

DEFINITIONS

Cell phone allowance: A taxable monthly stipend paid to the employee toward cellular phone and/or data service.

Incidental personal use: Limited personal communication not related to Department business which falls within the Department's plan cost.

Cell phones: A short-range, portable electronic device used for mobile voice or data communication.

Smartphones: Electronic handheld device that integrates the functionality of a mobile phone, personal digital assistant (PDA), or other information appliance.

PROCEDURE

The Department has determined the Chief, Asst. Chief and Fire Marshal have a need for 24/7 cellular, data, email and texting. The Department shall determine who has a need to remotely access network information. Non-sanctioned access is strictly forbidden. The department crews (engine phones, and ambulance phones) also have a need for the same data access points.

CRITERIA

The Fire Chief and Division Chiefs will determine which positions are eligible or required to carry a Department-owned cell phone, using criteria defined by the Department that may include, but is not limited to employees who meet the following conditions:

- whose job duties require two-way radio communications; or
- whose job duties require immediate or emergency response 24/7

A mobile device **allowance** for devices individually-owned by Department employees may be provided to Department employees who have a Department-identified need for access, but do not meet the above criteria for a Department-owned device. Allowances may be provided on an annually approved tiered basis as follows:

Tier #1 – Department-approved need for voice and text communication - \$8/mo

Tier #2 – Department-approved need to respond to email while out of the office or required for prompt retrieval of communication messages which requires the addition of a data plan to the employees device contract - \$75

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The benefit of either a Department-owned mobile device or allowance is at the sole discretion of the Department.

RESPONSIBILITIES

A. A Department employee who has been provided a department -owned mobile device and service must:

- Have the equipment available for use during employee's business hours and department-established on-call times up to and including 24/7.
- Be within the incidental personal use as defined in this policy. If personal use of a Department-owned device results in increased cost for the plan, the employee shall reimburse the Department for the amount of the overage.

B. A Department employee who has been provided with a mobile device allowance must:

- Have the equipment available for use during employee's business hours and department-established on-call times up to and including 24/7.
- Be responsible for all costs associated with purchase, maintenance, replacement and upgrade of their mobile device, ensuring service availability.
- Pay all taxes, including personal income tax, on any Mobile/cellular phones/Smartphone allowance paid pursuant to this policy.

Allowance will no longer be paid if the Department determines there is no need or the employee is no longer employed SMFD.

TECHNOLOGY AND SECURITY

- The Department shall determine which mobile devices have the ability to access Department networks.
- In the event that a Department-owned or Department allowance mobile device is lost or stolen, it is the responsibility of the user of that device to immediately report the loss to their division chief.
- Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures as defined by the Department (refer to the Computer Use Policy).
- The level of support provided for Department-owned and Department allowance mobile devices is limited to those devices and software approved by the Department.

POLICY NON-COMPLIANCE

Failure to comply with the Mobile Device Policy may, at the full discretion of the Department, result in the suspension of any or all technology use and connectivity privileges, and/or disciplinary action up to and including termination of employment.