



## ST. LAWRENCE COUNTY POLICY FOR PERSONAL USE OF CELLULAR TELEPHONES

### I. Overview:

This policy governs the use (includes but not limited to phone, text, multimedia, and internet) of personal cellular telephones on County property and/or while conducting County business. In order to assure the proper use of these cellular phones, the following policy and procedure will be enacted:

### II. Policy:

**A. Personal:** It is the Policy of St. Lawrence County that personal cellular phones are not to be utilized during work hours, for non-work purposes, with the exception of scheduled breaks, lunch, or with the express authorization of your immediate Supervisor. This policy does not preclude the carrying of personal cellular phones; however in order to prevent distraction to the employees and others, it is recommended the phone be muted during work hours. In regard to the Highway Department and Solid Waste Department, it is recommended the phone be secured in a County vehicle or with other personal items, such as a lunch box.\* In the event of an emergency, employees may utilize any available cellular telephone.

**B. Permissive Use:** Employees may use personal cellular telephones for County business unless they are prohibited from doing so by their Department Head or the County Administrator.

**C. Compliance with Laws:** Employees shall comply with all Federal, State, and/or Local laws, rules and regulations governing the use of cellular telephones. An employee who is charged with a violation of any such law, rule or regulation will be solely responsible for any liability associate with the violation.

\*Note: The above listed personal portion which references the Highway Department and Solid Waste Department has been modeled after the New York State Department of Transportation Policy, which also covers CSEA Employees.

### III. Department Head Responsibilities:

Department Heads have the following responsibilities under this policy:

**A. Policy Distribution:** Each Department Head shall post a copy of this policy in one or more prominent location(s) within the department. In addition, each Department Head shall provide a copy of this policy to all departmental employees.

**B. Compliance:**

1. Take action to enforce this policy, as needed, which may include providing training regarding the terms of this policy, and counseling and/or disciplining employees who are not complying with the policy.
2. Additionally, the Department Head shall ensure the signed original policy is in the employee's personnel file, a copy to the Department, and a copy to the employee.

I have received and read a copy of the St. Lawrence County Personal Use Cellular Telephone Policy and agree to follow all policies and procedures that are set forth therein. I am aware that violations of the policy may subject me to disciplinary action, up to and including discharge from employment.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Original to Employee's Personnel File*

*Copy to Employee*

*Copy to Department*