

TRINITY COUNTY WIRELESS DEVICE POLICY

A. Purpose

1. Trinity County recognizes that advancing technology including the use of cellular phones and personal digital assistants (PDA) allow County personnel to improve service and responsiveness to other employees and the citizens. Cellular phones and PDAs are very effective in establishing lines of immediate communications when other direct communication resources are unavailable or impractical.

2. This policy is intended to provide uniform and consistent standards for the purchase, support and use of cellular telephones and PDAs, for County business needs and to define the responsibilities for the costs of cellular telephone and/or data services.

3. If a cell phone is owned by the County, IRS regulations subject the County, and the cell phone user to specific requirements. Requirements include daily logging of all calls (incoming and outgoing) by the user with business purpose noted. If an itemized monthly statement is provided, then both the personal and business calls should be identifiable. Departmental approvers and the County Auditor staff are required to perform audits of the documentation provided. Personal use shall be deemed taxable income as defined in IRS regulations and recorded on the individual's W-2.

4. If the phone is personally owned, the employee is compensated for business costs through an allowance (i.e., taxable income). Personal use is allowable and the tracking requirements do not exist.

B. Eligibility Criteria

1. Elected officials, appointed department heads, and (upon department head request) positions that are required to be frequently available to conduct County business and who's duties require them to be quickly contacted anywhere, anytime, shall be eligible for either a county owned device or an allowance for personally owned phones.

C. County Owned Devices

1. It shall be the responsibility of the Information Technology Department (IT) to track County wireless devices.

2. IT shall monitor all wireless phone contracts for County departments. A company will be considered a preferred provider if they offer services under a no term agreement, meaning that services can be added and removed at any time with no penalty.

3. Individual departments working through the IT department can select services from a preferred provider.

4. Special circumstances may arise (cell coverage, short term need, special programs) where a preferred provider does not meet the needs of the department. In these cases the IT department will work with the department to negotiate a contract with an appropriate wireless phone provider, requiring approval from the County Administrative Officer.

5. All County wireless devices must be used for County business only. Absolutely no personal use (with the exception of life safety situations), including incoming, outgoing and/or data usage is permitted. It is the responsibility of each department head to assure that County wireless phones are being used in a proper manner. Each department shall routinely audit employee phone billing to confirm that personal calls are not made.

6. The department where the device is used shall be responsible for purchase, maintenance, support of the device and processing payments. Either a log of all calls (incoming and outgoing) with the business purpose noted or an itemized monthly statement reflecting personal and business calls shall be attached as backup to the county claim form or journal entry. Either option for supporting documentation requires the signature of both the cell phone user and the departmental approver.

D. Personal Wireless Device Allowance:

1. If the cellular telephone is used for a mix of County-business and personal use, the user may request Department Head approval for a taxable allowance which will be used to offset the costs incurred by the owner of the cellular telephone. Under this arrangement the individual owner of the cellular telephone is responsible for all costs incurred.

2. Upon a determination that an employee has need of a cell phone for work-related purposes the department head will request the user to submit the Wireless Device Policy Acknowledgement and Wireless Device Approval Form to the Department Head for authorization and signature. Department Heads and elected officials shall submit and sign their own Approval and Acknowledgement form.

Employees who desire to use the County infrastructure for data plans will require the approval of the County Administrative Officer. This approval shall be indicated on the Wireless Device Policy Acknowledgement and Wireless Device Approval Form.

The department head will forward the authorized Wireless Device Policy Acknowledgement and Wireless Device Approval Form to the Auditor's Office to activate and maintain monthly allowance payments.

3. To change or discontinue a cellular phone allowance, a completed Wireless Device Policy Acknowledgement and Wireless Device Approval Form with cancellation box checked must be sent to the Auditor's Office for allowance cancellation or change. If changes result in a new or revised service agreement, a copy of the agreement must also be attached. Any changes to a departmental listing shall be submitted to the County Auditor/Controller on a monthly basis concurrent with payroll deadlines.

4. The amount of the allowance will depend on the service plan needed by the employee to conduct County business. The rates established are:

- \$20/mo for limited use, defined as usage up to 100 minutes per month;
- \$30/mo for standard use, defined as usage between 100 and 400 minutes per month;
- \$45/mo for high use, defined as usage over 400 minutes per month;
- \$15/mo for add-on of data plan and email.

In exceptional cases, County Administrator may approve a higher allowance for employees that demonstrate consistent documented official business use that exceeds the authorize allowance listed above. Occasional, infrequent spikes in business use do not quality for a high allowance or additional reimbursement.

5. The allowances shall expire at the end of each fiscal year, and a new form must be completed and submitted to the Auditor/Controller's Office.

6. Payments will be made monthly, as an addition to the employee's payroll check. The allowance is taxable income and shall be reported on employee's annual W-2 form.

7. This allowance does not constitute an increase in base pay and will not be included in any percentage calculations for increase base.

8. The cell phone is personally owned and may therefore be used for both personal and business calls. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the allowance. The Department Head shall be notified by the employee within 72 hours if a contract becomes inactive for any reason.

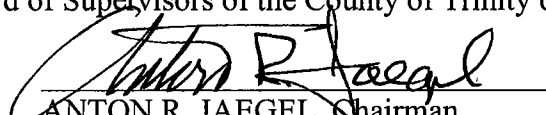
9. In the event that the employee desires to terminate a cell phone contract for a personally owned phone, the employee shall bear the costs associated with any early termination.

E. Usage Requirements

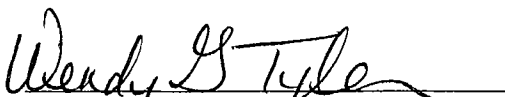
1. Understanding that County information may be stored on certain devices, the employee must take certain security precautions. If the device is used to access data from the County network, the employee must activate the automatic locking feature which secures the device after a specific time of inactivity. In addition, if the employee loses the device, they must contact the IT Department immediately.

2. While operating a vehicle, employee shall refrain from utilizing wireless devices. If a device must be used while driving, then the employee must utilize hands free equipment to operate the device.

This policy is adopted by the Board of Supervisors of the County of Trinity on November 18, 2008.


ANTON R. JAEGEL, Chairman
Board of Supervisor, County of Trinity

ATTEST:


Wendy G. Tyler, Clerk of the Board

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department will work with the department to negotiate a contract with an appropriate wireless phone provider, requiring approval from the County Administrative Officer.

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6. The department where the device is used shall be responsible for purchase, maintenance, support of the device and processing payments. A log of all calls will be provided to the Auditor with each billing before payment will be made on the account.

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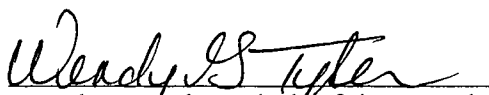
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ANTON R. JAEGEL, Chairman
Board of Supervisor, County of Trinity

ATTEST:


Wendy G. Tyler, Clerk of the Board