

# **Frio County**

## **Cellular Phone Policy**

### **Effective: 02/24/2020**

### **Purpose**

Cellular phone technology is a valuable and an appropriate tool in support of the operations and administrative roles of Frio County employees. The acquisition and support of cellular phones are reserved for those employees with communications needs requiring the flexibility inherent with this technology.

### **Authorization Requirements**

Employees that in the performance of their county employment duties are:

- (1) Outside of Frio County facilities with landline phone availability the majority of the employees' workday or shift;
- (2) Required to respond to county emergencies or responsible for assessing damages and restoring services;
- (3) Any employee requesting a cell phone and not meeting the requirements outlined in (1) or (2) above, must have their Department Head request a variance from the Commissioners Court. *Note: Any variance granted by the Commissioner Court, will be for a maximum timeframe of 4 years.*

### **Policy**

Frio County will provide (Basic) cell phone equipment and related services, as they are approved and required for County related business. If the (Basic) cell phone is not adequate to fulfill the requirements of the County Employee's position of employment, a (Smartphone) may be requested by the Department Head. The employee may select a (Smartphone) from the "AT&T FirstNet" Governmental Promotional list. The use of a County cell phone is a privilege that may be revoked at any time for inappropriate conduct. The Auditor's Office may at any time, inspect cell phone equipment and review cell phone account information.

## ***1. Department Head / Officials Responsibility***

Department Heads are responsible for ensuring that employee's assigned County cellular phones comply with County policies and procedures.

Other responsibilities will include:

- Reviewing and approving/denying all justifications for the use of cellular phones.
- Securing the cellular phone and all related equipment when an employee separates from the County and notifying the Frio County Auditor's Office immediately.
- Requiring all authorized users to sign the "Employee Certification for Use of Cellular Phones" found in Appendix A.

## ***2. Cellular Phone User Responsibility***

All users are responsible for complying with the County policy on cellular phone use.

Other responsibilities will include:

- Signing the 'Employee Certification for Use of Cellular Phones' found in Appendix A.
- Employees using County cellular phones are responsible for securing them.
- Losses shall be reported immediately to the Department Head and the County Auditor's Office.
- Employees are responsible for the replacement cost of the cell phone, if the cell phone is lost, stolen, or damaged.
- Employees are not allowed to use the cellular phone in an illegal, illicit, or offensive manner.
- All cellular phones must have a protective case.
- Any information on the cellular phone is the property of Frio County and subject to open records requests. Data shall not be deleted from the device.
- The County Auditor's Office may, at any time, inspect cellular phone equipment and review cellular phone account information.
- At the time of employee separation from the County, the cellular phone will be returned immediately to the Department Head.

# Appendix "A"

## EMPLOYEE CERTIFICATION FOR USE OF CELLULAR PHONES

Cellular phones are assigned to Frio County employees whose need for a cellular phone is of an essential nature in the performance of Frio County business.

Cellular phones are to be used in instances where landline telephone service is not accessible, when an employee is away from the county facility work site and is conducting Frio County business, and as a back-up during emergencies when landline telephone service is not available.

Authorized users should refrain from using cellular phones while operating County vehicles and equipment.

Authorized users may use their cellular phone in hands-free or voice activated mode when necessary and on a limited basis. If possible, safely pull over and stop before making or receiving calls.

Texting is prohibited while operating County vehicles and equipment. Safely pull over and park before texting.

Hands-free calling and texting are prohibited in school zones.

The use of GPS apps is allowed in hands-free or voice activated mode. The authorized user must program the destination location into the GPS app prior departing and operating County vehicles and equipment.

Authorized users are responsible for returning the cellular phone to their Department Head or the County Auditor's Office when it is no longer required for them to carry out the County duties necessitating the cellular phone.

Users violating the policy will risk losing the privilege of having a County provide cell phone.

All cellular phones must have a protective case.

Employees are responsible for the replacement cost of the cell phone, if the cell phone is lost, stolen, or damaged.

Any information on the cellular phone is the property of Frio County and subject to open records requests. Data shall not be deleted from the device.

The County Auditor's Office may, at any time, inspect cellular phone equipment and review cellular phone account information.

At the time of employee separation from the County, the cellular phone will be returned immediately to the Department Head.

**EMPLOYEE CERTIFICATION**

**I have read and understand the requirements stated above and agree to adhere to them.**

Name of Authorized User: \_\_\_\_\_

Signature of User: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

**Conflict with Employee Handbook:**

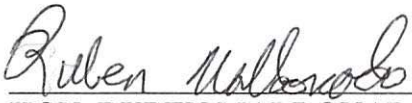
To the extent that any provisions of this cellular phone policy conflict with the terms of the Frio County Employee Handbook, the terms of this cellular phone policy will prevail.

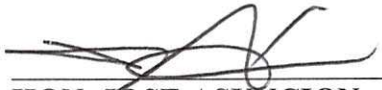
The above cellular phone policy is **APPROVED, PASSED AND ADOPTED** by the Commissioners Court of Frio County, Texas, on this 10th day of February, 2020, with the following members of the court voting: 3 AYE, \_\_\_\_\_ NAY, with \_\_\_\_\_ ABSTAINING, and 2 ABSENT.

\_\_\_\_\_  
**HON. ARNULFO C. LUNA**  
County Judge


\_\_\_\_\_  
**HON. VICKIE CAMACHO**  
Commissioner, Precinct No. 1

  
\_\_\_\_\_  
**HON. RICHARD GRAF**  
Commissioner, Precinct No. 2


  
\_\_\_\_\_  
**HON. RUBEN MALDONADO**  
Commissioner, Precinct No. 3

  
\_\_\_\_\_  
**HON. JOSE ASUNCION**  
Commissioner, Precinct No. 4

ATTEST:

  
\_\_\_\_\_  
**HON. AARON IBARRA**  
Frio County Clerk  
*Ex officio* Clerk of the  
Frio County Commissioners Court

By: \_\_\_\_\_  
(Chief) Deputy Clerk

FILED  
At 4:45 o'clock P M  
This 26th day of Feb 2020  
\_\_\_\_\_  
Aaron T. Ibarra  
Clerk County Court FRIO COUNTY, TX  
BY:  DEPUTY