

Procedure: ESD-Owned Cell Phones/Wireless Communications

Management and the Board recognize that some employee positions may require wireless communication access (typically cell phone) in order to provide the level of support and service required by their job responsibilities and duties.

While acquisition of cell phones and other wireless communication access support directly by ESD shall be limited, it is recognized that there may be a need to maintain some ESD-owned cell phones, hot spots devices, etc. for emergency use. Such wireless communication devices are to be acquired following ESD purchasing policies and procedures and shall conform to the standards prescribed ([Policy 6210](#), [Policy 6211](#) and related procedures as well as [6801 Capital Assets and Depreciation](#) and related procedures).

Determining Need for ESD-owned Wireless Communication Device Acquisitions

The following factors shall be considered in all ESD wireless communication device acquisitions:

- 1) Wireless communication usage costs compared to alternative communication costs
- 2) Level of employee need and usage
- 3) Whether it is practical for employees to receive an allowance and/or use their own phones (safety, privacy concerns, etc.)
- 4) Funding availability

Inventory Maintenance

ESD-owned wireless communication devices shall be inventoried by the department purchasing the devices consistent with procedures for theft-sensitive assets. Each department maintaining such devices shall designate a staff member as responsible for monitoring equipment assignment and use.

Reasonable precautions should be made to protect the devices from loss, vandalism and theft, including theft of air time. If a device is lost, stolen or damaged or if there is any indication that there has been a theft of air-time, it is the responsibility of the employee assigned to the device to immediately contact their department staff responsible for device inventory for appropriate action, up to and including, cancellation of service to prevent use by others. Employees may be responsible for replacement of lost or stolen equipment if due to employee negligence or fault.

Assigned devices are to be returned to the employee's department upon termination of employment.

Use of Wireless Communications

Staff assigned an ESD-owned wireless communication device shall be required to read and sign [Form 6250-F2 Wireless Device Use Agreement](#).

Wireless communication devices owned by ESD or intended to be used solely for ESD business. Inadvertent personal use of and ESD-owned wireless communication device shall be reimbursed to ESD by the employee at the estimated cost.

Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the wireless communication allowance. Messages and records created during the course of telephone communication, email, text messages, and data services used to conduct agency

business are deemed to be “public records.” The employee acknowledges that all records and messages created while conducting ESD 112 business using ESD-owned wireless communication devices must be made available to the agency upon request of the Records Officer.

Cell phone transmissions are not secure and employees should use discretion in relaying confidential and sensitive information.

Updated: 6/2018