

UTAH COUNTY GOVERNMENT

POLICY FOR CELLULAR PHONES AND PAGERS

COMMISSION APPROVAL: August 03, 1999

EFFECTIVE DATE: August 03, 1999

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Utah County hereby adopts the following policy for public officials and employees use of Cellular telephones, and/or pagers within the scope of County employment or responsibility.

Utah County assumes no liability for use of cellular telephones and/or pagers outside the scope of County employment or responsibility, or for activities in violation of this policy. Violation of the provisions of this policy may result in employee discipline up to and including termination from employment.

Whenever possible, a pager shall be issued to employees who may be working in other facilities where telephones are available. Cellular telephones should be issued for those employees who are required to be out of the office, and where there is no telephone service. Those cellular phones shall be utilized for county business and in compliance with the County's "Usage of Electronic Communications Devices and Services" policy.

Any department needing cellular phones and/or pagers for use in conducting County business, must receive annual budget authorization from the County Commission before obtaining the equipment and activating it for service.

Use of cellular phone/pager will be classified into one of the following categories:

County Owned Cellular Telephones/Pagers

Cellular telephones/pagers will be assigned to departments that require them for a clear Public safety need, or that have a clear need for communication between the employee and their department or the public during working hours.

Private Cellular Telephones/Pagers

Any employee utilizing their own cellular phone, and/or pager, while in the course of conducting County business will be reimbursed for any calls that are determined to be for that purpose.

Upgrading or changing out existing cellular equipment

The department head shall determine a need for the purchase and/or upgrading of the cellular telephones and or pagers, and shall purchase such equipment based on the annual budget approval of the County Commission. Utah County operates its own paging system and makes pagers available for lease to departments through the Public Works Department. Where possible, departments needing pagers should lease them from Public Works.

Purchase and payment

A. Any employee making or receiving personal communications on County-owned equipment, will be required to track such communications and reimburse the County for costs billed to the County by the service provider.

B. The Department will be responsible for the monthly cost of County air time use, and/or a minimum monthly flat fee, and shall determine the most economical rate for the service.

C. The department shall be responsible for verification, collection, and receipting of reimbursement by the employee for personal use of cellular telephones, or pagers. Personal calls must be tracked, and a payment form "CL1" completed and attached with proper documentation, to the billing before the bill is sent to accounts payable for payment.

D. Any previously approved cellular equipment that malfunctions, and cannot be fixed, or would not be feasible to fix, can be replaced with the approval of the department head.

E. Any previously approved cellular equipment that is in working order, and has been in use less than three (3) years is not eligible for upgrade without written approval from the appropriate department head and the purchasing agent.

F. Reimbursement to county employees for telephone calls placed or received on the employee's personal cellular telephone for county business will be made monthly if the total reimbursable amount is greater than \$10.00. Otherwise it will be made when the reimbursable amount reaches \$10.00. If the reimbursable amount does not reach \$10.00 prior to December 31 in the year the expense was incurred, reimbursement will be made on all amounts owed upon presentation of the appropriate documentation prior the end of the calendar year.