



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
2010-14	Cellular and Radio Communication Policy	07/06/10

#### PURPOSE

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This policy prohibits unauthorized use of cellular or radio communication devices for regular county business. Only cellular and radio devices that meet the criteria of this policy or have been granted an exclusive waiver by Department of Technology & Information Systems (DTIS) are approved for use by county employees.

#### REFERENCE

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Not Applicable

#### POLICY

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This policy covers all cellular, radio (RF) and handheld wireless data communication devices (e.g., cellular phones, Blackberry, PDAs, etc.) issued to county employees. This includes any form of handheld wireless communication device capable of transmitting voice or packet data.

##### **Authorization and Issuance**

Cellular and handheld wireless devices shall be issued by the DTIS department only. If any county employee requires the use of a cellular or radio device then they will contact IS, once approved by their supervisor, for approval and issuance. The DTIS department is considered the administrative authority for all communication devices.

##### **Approved Technology**

All cellular and handheld devices must use DTIS-approved vendor products and security configurations.

##### **Prohibited Use**

County authorized and issued personal communication devices must be used for county business only, with exception of emergency purposes. All due diligence must be used by the employee to not exceed the allocated number of minutes for cellular devices. All county issued communication devices are subject for inspection at any time by the DTIS department or authorized representative.

**RESPONSIBLE DEPARTMENT**

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Department of Technology and Information Systems

**~~SUNSET~~ DATE**

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~~Sunset Date: 07/06/15~~

Revision Date: 10/01/2015