



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 3.5

Use of Electronic Devices

I. POLICY

Cellular phones and other electronic devices, whether personal property of the employee or distributed to employee by the District, are to be used in a manner consistent with the purposes of a professional work environment in terms of safety and appropriate use for County business.

II. PURPOSE

To assign responsibilities and outline Park District policy and procedure on the use of cellular phones and other electronic devices by Park District employees.

III. PROCEDURE

A. California law dictates that persons are prohibited from using a cellular phone while operating a vehicle on public roads unless the person is using a phone that is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. Although legally compliant cellular phone use is allowed while operating a vehicle on County business, phone use is discouraged inasmuch as any activity that takes away from concentrating on the task of driving is potentially unsafe. It is recommended that cellular phones be in the OFF position while operating a motor vehicle. Employees should pull over in a safe location to make outgoing telephone calls and to review incoming calls received while driving.

1. Under existing law, any traffic collision report prepared by a peace officer must include information as to whether a cellular phone, or other driver distraction or inattention is believed a factor in the accident.

B. Cellular phones distributed by the District shall be used only for the purpose of County business and not for personal business or pleasure, or use by non-authorized persons. Supervisors determine which staff need and will be issued phones. These needs are periodically reviewed and can be changed at any time



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by the supervisor based on the cost/benefit needs of the District. Each employee having the custody of a District cellular phone shall exercise due prudence in the use of such telephone and shall protect the equipment from loss, damage, or theft.

C. Exemptions.

1. Whenever an employee is performing his/her duties after scheduled hours of duty and away from his/her office or work area, the employee is entitled to use the cellular phone to call his/her family for a reasonable amount of time to make family contact (guideline 3 minutes).
2. During emergency situations, an employee may use a District phone. The phone call will not exceed the reasonable amount of time to make the emergency contact (guideline 5 minutes).

D. District employees shall manage wisely the total monthly minute allotment. Charges outside of the monthly minute allotment must be justified and approved by the employee's supervisor. Unjustified phone call charges must be reimbursed in full to the District. Employee will attach his/her personal check to the monthly phone statement for all calls found to be unjustified by the supervisor, and deliver to the supervisor, who in turn will forward to the Finance Division.

E. Appropriate use:

Cellular phones are made available to employees for the purpose of providing an effective method of communication between supervisor and subordinates and among management personnel while in the field. The District's primary purpose in distributing the cellular phones is to provide the employees a mobile-to-mobile communication network within the department. Cellular phone users should first



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attempt to reach each other via cellular phone. This procedure will save the District long distance charges.

- F. Phone messages via cellular phone should be returned within 24 hours or 48 hours if employees are outside their work schedule.

- G. Personal Cellular Phones/PDAs:

While at work, employees are expected to exercise the same discretion in using personal cellular phones and/or personal digital assistants [PDA] (i.e., any type of personal information manager) as is expected for the use of company devices. Excessive personal calls or other digital communications during the work day, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any other personal communications on non-work time, where possible, and to ensure that friends and family members are aware of the District's policy.

The District will not be liable for the loss of personal cellular phones or PDAs brought into the workplace.

- H. Personal Use of Company-Provided Cellular Phones/PDAs:

Where job or business needs demand immediate access to an employee, the company may issue a business cellular phone or PDA to an employee for work-related communications.

Employees in possession of company equipment such as cellular phones or PDAs are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection.

- I. Video or Audio Recording Devices:

The use of camera phones, PDAs or other audio or video recording capable



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devices within the company may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of the District's protected information. Therefore, the use of camera or other video-capable recording devices within the District is prohibited without the express prior permission of senior management and of the person(s) present at the time.

The use of camera phones, PDAs or other audio or video recording capable devices is specifically prohibited in restroom areas.

All employees are required to be professional and conscientious at all times when using company phones.

J. Special Responsibilities for Managerial Staff:

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to disciplinary action, up to and including termination.

K. Losing cellular phone privileges:

At the discretion of a supervisor, Bureau Chiefs, or General Manager, the employee may lose the privilege of the possession of a District-issued cellular phone or other device. Such decisions will be based upon inappropriate use or abuse of County property and County funds.

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