

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division POLICY & PROCEDURE	Original Date Issued: 12/06/2013	Reviewed: 12/01/2013 By: KP Last Revision: 05/16/2016 By: DP	Section: ADMINISTRATION	Policy No: 013	Pages: 1 of 2 (1 Attachment)
<input checked="" type="checkbox"/> Delinquency and Court Services Division Detention Center Children's Court Services Network Purchase of Service Agencies	Effective Date: 05/30/2016	Subject: Cellular Device Usage Policy			

I. POLICY

Delinquency and Court Services Division (DCSD) will provide cellular devices to department staff, to include Human Service Workers - Juvenile Justice (HSW), supervisors and management staff.

These identified staff members will be referred to as the Borrowers of the phones in this policy & procedure from here out. The Borrower's will be responsible for reviewing this policy, completing the policy employee signature page and the Cellular Device Borrower Acknowledgement.

II. PROCEDURE

- A. Issuance: All borrowers will be issued a cellular phone device from Milwaukee County as well as sign off that they received the device and have read and understand the user agreement. (See Attachment I).
- B. County Access: All borrowers understand that the cellular device and accessories are exclusive property of Milwaukee County and are to be utilized for business use only.

County Access: The County may have access to the cellular device and any activity upon request at any time. All activity, whether County-related or personal business conducted on this cellular device is subject to State Statute, Chapter 19: Open Records Law. This means every activity conducted on the device, i.e. calls, voice mails, text messages, audio/video recording, gaming, etc. are the property of Milwaukee County and subject to disclosure. Failure to promptly (within 24 hours) arrange for the cell phones return upon request shall be deemed a breach of this agreement.

Note: All County-related business conducted on the borrower's personal cellular device is also subject to State Statute, Chapter 19: Open Records Law. This means that any activities conducted on a personal device that are related to County work business is subject to disclosure according to the statute.

- C. Expectations of Usage: All Borrower's will keep this cell phone charged and turned on at all times during working business hours.

Expectations of Usage: Each phone will have unlimited voice, data and text capabilities. IMSD will review the monthly usage reports and report any trends, patterns or concerns to the division to follow-up and address with that employee.

Note: In the event that any misuse of county property is determined, corrective action up to and including termination can result.

Expectations of Usage: Although the features of the cellular device allow for texting, face-time, etc., these features will not take the place of required face to face to contacts. Staff that make contact with youth will still be required to make phone contacts and face to face contacts to meet contact standards, as specified in contacts Standards for HSW – JJ, policy 014.

Expectations of Usage: Staff will not provide clients with the cell phone number and will continue to use their work desk phone number as their primary contact number. The cell phone will be used to return calls and conduct business, however should not be used as a primary form of contact.

Expectations of Usage: Borrower shall make a good faith attempt to safeguard and keep the cell phone in reasonable working condition. In case of a need for repair or maintenance, or in the event of destruction or damage, the Borrower shall immediately contact their supervisor.

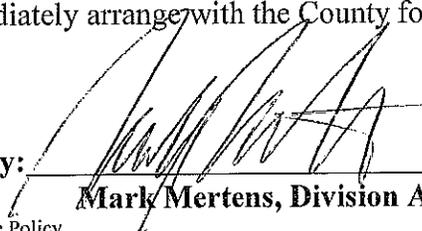
Expectations of Usage: Cell phones may not be used at all while operating a vehicle. If you must use the cellular device, make sure you are not driving at that time.

Expectations of Usage: Borrower will not, nor will he or she perm it others to, alter, tamper with, or use the cell phone contrary to the Agreement. Borrower agrees not to install program s or alter the cell phone in any way.

Expectations of Usage: The Milwaukee County Mobile Device Acceptable Use Directive must be followed. This directive provides the standards, procedures, and restrictions for end users who have legitimate business uses for connecting mobile devices to Milwaukee County's private/internal network and data.

- D. Applicable Law(s): Borrower will comply with all applicable federal, state and county laws, rules, regulations, policies and procedures, including, but not limited to, regulations and rules under the "Use of Technologies Policy" of Milwaukee County.
- E. Phone Relinquishment: Prior to ending employment with the County and when it no longer needed for tasks and services covered by this Agreement, or at the request of the County, the Borrower shall immediately arrange with the County for the return of this equipment.

Reviewed & Approved By:


Mark Mertens, Division Administrator

Cellular Device Borrower Acknowledgement

- ✓ This acknowledges the borrower's receipt of the Delinquency and Court Services Division's (DCSD) Cellular Device on 03/01/2016 _____.
(enter date borrower received cellular device if different from above).
- ✓ This acknowledges the borrower's receipt of the Delinquency and Court Services Division's (DCSD) Cellular Device Usage Policy 013.
- ✓ This acknowledges the borrower's understanding of the policy and agreeance to adhere to it as the governing guidelines for the cellular device.
- ✓ This acknowledges the borrower's understanding that all activity, whether County-related or personal business conducted on this cellular device is subject to State Statute, Chapter 19: Open Records Law. This means every activity conducted on the device, i.e. calls, voice mails, text messages, audio/video recording, gaming, etc. are the property of Milwaukee County and subject to disclosure.

Note: All County-related business conducted on the borrower's personal cellular device is also subject to State Statute, Chapter 19: Open Records Law. This means that any activities conducted on a personal device that are related to County work business is subject to disclosure according to the statute.

Cellular Device Borrower Agreement

I, the borrower and employee of Milwaukee County, am borrowing a Milwaukee County cellular device and have done the following:

1. Received a Milwaukee County Cellular Device,
2. Read the above borrower acknowledgement,
3. Read the corresponding policy: Cellular Device Usage 013 and signed the employee signature page.

For Borrower:	For Supervisor (to verify receipt of device):
(Signature) _____ (Date) _____	(Signature) _____ (Date) _____
Name: _____	Name: _____
Title: _____	Title: _____