

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division Policy & Procedure	Date Issued: 12/6/2013	Reviewed: By: KP Last Revision: 12/1/13	Section: ADMINISTRATION	Policy No: 013	Pages: 1 of 2
<input checked="" type="checkbox"/> Delinquency and Court Services Division Children's Court Services Network Purchase of Service Agencies	Effective Date: 12/6/2013	Subject: <p style="text-align: center;">Cellular Phone Use</p>			

I. POLICY

Delinquency and Court Services Division (DCSD) will provide cellular phones to department staff, to include Human Service Workers – Juvenile Justice (HSW), supervisors and management. These identified staff members will be referred to as the Borrowers of the phones in this policy & procedure. These phones are the property of Milwaukee County and are to be utilized for business use only.

II. PROCEDURE

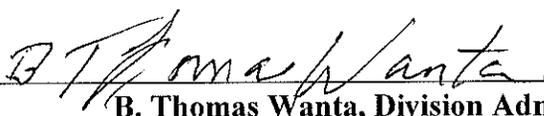
- A. All HSW's will be issued a cell phone from Milwaukee County and they will keep this cell phone charged and turned on at all times during working business hours. All staff will review and sign the Cell Phone Loan Agreement. The cell phone and accessories are exclusive property of Milwaukee County.
 1. If staff does not wish to be issued a Milwaukee County owned cell phone, then they must provide their immediate supervisor with their personal cell phone number and be willing and able to use their personal cell phone for professional related business as needed. All County business, whether on personal or county issued cells, are subject to SS chapter 19, Open Records Law. Employees will be subject to providing all work related cell phone call, voice mail and text messaging that is kept on their personal phone. If any work emails are sent on personal email account, those emails are subject to disclosure as well. Please refer to page Attachment A.
- B. Each phone will have up to 300 minutes each month. If there is a need to go over the 300 minutes, the Borrower will notify their supervisor prior to or within 24 business hours of going over the allotted minutes. This phone will not have the capacity to receive or send text messages, have data usage available or download applications.
- C. Staff will not provide clients with the cell phone number and will continue to use their work desk phone number as their contact number. The cell phone will be used exclusively for conducting business related phone calls. Any other use of the cell phone is prohibited.
- D. 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.
- E. Cell phones may not be used at all while operating a vehicle. If you must take or make a phone call, please make sure you are not driving at that time.
- F. Borrower will not, nor will he or she permit others to, alter, tamper with, or use the cell phone contrary to the Agreement. Borrower agrees not to install programs or alter the cell phone in any way.

Delinquency and Court Services Division

Cellular Phone

Page 2 of 2

- G. 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.
- H. 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. The County may have access to the cell phone upon request at any time. Failure to promptly (within 24 hours) arrange for the cell phones return upon request shall be deemed a breach of this agreement.
- I. Borrower will review this policy and sign Attachment A.

Reviewed & Approved By: 
B. Thomas Wanta, Division Administrator

Cell Phone Use Policy & Procedure Attachment A

I have read the Delinquency and Court Services Cellular Phone Policy & Procedure and I understand the policy and agree to adhere to it. I understand that all County business, whether on personal or county issued cells, are subject to SS chapter 19, Open Records Law. Employees will be subject to providing all work related cell phone call, voice mail and text messaging that is kept on their personal phone. If any work emails are sent on personal email account, those emails are subject to disclosure as well.

I wish to borrow a Milwaukee County cell phone as outlined in the Cell Phone Use Policy & Procedure.

For Borrower:

For County:

(Signature) (Date)

(Signature) (Date)

Name: _____

Name: _____

Title: _____

Title: _____

OR

I do not wish to borrow a County cell phone for business use and will instead use my own personal cell phone. I will provide my supervisor and management with my personal cell phone number in which will be accessible during my normal working hours. My cell phone number in which I can be reached at during business hours is: (_____) _____-_____.

For Staff:

For County:

(Signature) (Date)

(Signature) (Date)

Name: _____

Name: _____

Title: _____

Title: _____