

Before the Board of Supervisors County of Placer, State of California

In the matter of:

An update to the Placer Administrative Manual
for the Mobile Communication Device Policy

Resolution No.: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____ October 6, 2020 _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the purpose of the Mobile Communications Device Policy is to establish guidelines for the authorization, distribution and appropriate business use of mobile communication devices by County of Placer employees;

WHEREAS, the existing Mobile Communication Device Policy was previously updated by the Board of Supervisors on January 12, 2010;

WHEREAS, the recommended updates to the Mobile Communication Device Policy includes various clarifications about the use of mobile devices;

WHEREAS, these updates are recommended by the Placer Administrative Manual (PAM) Committee, comprised of representatives of the Auditor-Controller, County Executive Office, Human Resources, Administrative Services, and County Counsel. Updates are also supported by Placer Public Employees Organization (PPEO) representatives. This update does not address provisions that would affect Deputy Sheriff's Association (DSA) represented employees, which may be presented as a subsequent policy update at a future board meeting,

BE IT RESOLVED, that the Board of Supervisors, County of Placer, State of California adopts the updated Mobile Communication Device Policy.

BE IT FURTHER RESOLVED, that the Mobile Communication Device Activation Procedure is rescinded and replaced by the Mobile Communication Device Policy.

Exhibit A - Mobile Communication Device Policy

Mobile Communication Device Policy



1.0 PURPOSE

To establish guidelines for the authorization, distribution and appropriate business use of mobile communication devices (MCD) by County of Placer employees. The County of Placer acknowledges the necessity of MCDs as an integrated technology used for data as well as voice communication and provides this policy to contain costs, ensure departmental and personal responsibility and accountability, and to prevent improper use.

2.0 POLICY

MCDs include mobile or cellular telephones, mobile messaging systems, Personal Digital Assistants (PDAs) including but not exclusive to ~~BlackBerry devices~~, iPhone, iPad, Android-based phones and tablets, ~~Windows Mobile devices~~, pagers, air cards, and other devices authorized for employee use.

County-purchased MCDs are assigned to employees by ~~the~~their department for the purpose of conducting County business. Personal use or abuse can result in employee reimbursement for charges, loss of the use of the device, and/or disciplinary action. The County reserves the right to terminate MCD privileges for any reason. County-purchased devices must be supported by, and be able to run, the Placer County adopted mobile device management solution and comply with the Placer County Mobile Device Standards in order to be connected to the Placer County Enterprise Network.

With Department Head approval, personally owned MCDs as defined above, may be allowed to be connected to the Placer County Enterprise Network in order to securely access authorized County resources for the purpose of conducting County business. Personally owned devices must be supported by, and be able to run, the Placer County adopted mobile device management solution and comply with the Placer County Mobile Device Standards in order to be connected to the Placer County Enterprise Network.

MCDs ~~shall~~may be used when ~~land-lines~~landlines or radios are not ~~available to employees~~acceptable alternatives, unless primary work assignment is primarily outside of ~~the~~an office-environment. Use of MCDs in vehicles must comply with State law.

MOBILE COMMUNICATION DEVICES POLICY

The County cannot and does not imply, extend, or guarantee any "right to privacy" for voice calls and/or electronic communications placed over MCDs, including but not limited to call detail records, logs, voice mail messages, data storage, text messages, emails, and address books when utilized for the purpose of conducting County business.

3.0 GENERAL PROVISIONS

It is the policy of the County of Placer to ~~make ensure~~ appropriate use of County funds while taking advantage of improving communication technologies to promote operational efficiency, improve service levels, and to respond to emergencies.

3.1 RESPONSIBILITY

Department Heads ~~have the responsibility~~ are responsible for the ~~management and~~ departmental policy development ~~for the~~, ~~implementation, management~~, purchase, and monthly expenses of MCDs ~~as well as policy implementation.~~

3.2 ISSUANCE

3.2.1 County Issued MCD

Employees may be issued an MCD if authorized by ~~the~~their Department Head, based upon sufficient County business need and departmental budgeted funds.

Employees using a County-issued MCD to ~~securely~~ access authorized County resources for the purpose of conducting County business on the Placer County Enterprise Network will abide by all County and ~~Department~~departmental policies including the Placer County ~~Employee~~ ~~Technology~~ Use Policy as it pertains to County ~~Email~~email access and use and will be required to complete a policy acknowledgment and user agreement form.

In the event that the MCD is lost, stolen or ~~prior to~~is being ~~upgraded~~replaced with a new device, the ~~Administrative Services~~Information Technology Department will run the process to remotely wipe ~~the MCD of~~ all data from the County owned device, in order to prevent unauthorized access to the Placer County Enterprise Network.

The County cannot and does not imply, extend, or guarantee any "right to privacy" for voice calls and/or electronic communications placed over county-issued MCDs, including but not limited to call detail records, logs, voice mail messages, data storage, text messages, emails, and address books.

MOBILE COMMUNICATION DEVICES POLICY

3.22 Personally Owned MCD

Employees may be allowed to connect their personally owned MCD to the Placer County Enterprise Network in order to securely access authorized County resources for the purpose of conducting County business. Department Head approval is required including County business justification for this access. Personally owned MCDs must comply with the Placer County Mobile Device Standards in order to be connected to the Placer County Enterprise Network.

Employees conducting County business using a personal MCD to access County resources will abide by all County and Department policies including the Placer County Voicemail, E-mail, Internet, and Computer Use Policy as it pertains to County Email access and use and will be required to complete a policy acknowledgment and user agreement form ~~to be kept on file by~~ [their department](#)

Employees utilizing a personal MCD to access County resources will be responsible for all costs, maintenance, and support of their personal MCD. Personally owned devices must be supported by, and be able to run, the Placer County adopted mobile device management solution in order to be connected to the Placer County Enterprise Network.

In the event that their MCD is lost, stolen or prior to being ~~upgraded~~ [replaced with a new device](#), the ~~Administrative Services~~ [Information Technology](#) Department will run the process to remotely wipe ~~the MCD of~~ all County data ~~and access~~ from [the Placer County containerized area\(s\) of](#) their personally owned device, in order to prevent unauthorized access to the Placer County Enterprise Network. The County cannot and does not imply, extend, or guarantee any "right to privacy" for work-related voice calls and/or electronic communications placed over MCDs. The County does not, and will not, remotely monitor or otherwise remotely access any non-county (i.e. private) information contained on the employee's MCD. However, employees acknowledge that all county work products generated or stored on any person MCD is potentially subject to disclosure under the Public Records Act (PRA). The employee acknowledges that a request ~~of~~ [for](#) information under the PRA could require the employee to search their personal MCD and disclose any and all county work product, including but not limited ~~to~~ call detail records, logs, voice mail messages, data storage, text messages, emails, and address books when utilized for the purpose of conducting County business.

3.3 ACCOUNTABILITY

At a minimum, ~~the~~ [each](#) department's ~~usage~~ [MCD](#) policy must include (1) maintaining a current inventory list of ~~equipment~~ [devices](#) and ~~users~~ [their respective user's names and phone numbers](#) and (2) procedures for monitoring usage to ensure a demonstrated business need for equipment and that costs are appropriate.

The department is responsible for keeping local copies of all agreements and authorizations related to mobile devices.

Departments are required to review their monthly statement for appropriate charges and identify those charges that should be reimbursed or that may indicate potential abuse.

The County reserves the right to audit/review communication bills. Appropriate disciplinary action including employee reimbursement of costs may be taken if an employee is found in violation of the County policy. Costs for replacing lost or

damaged MCDs will be left to the discretion of the department and dependent on the circumstances of the loss.

Occasionally, employees

Employees who do not have a County-issued MCD may occasionally need to use their personal cellular phone for critical County business. These ~~calls-charges~~ may be eligible for reimbursement by the County, provided no other option (i.e., pay phone or home phone) is available. Request for reimbursement and reimbursement procedures ~~should be~~ handled at the employee's department level.

Employees utilizing either a County issued or personally owned MCD to access County resources must immediately notify Administrative Services, the Information Technology Department Customer Service Center (~~Desk at~~ (530) 889-4357 or ~~hlpesc@placer.ca.gov~~) ITServiceDesk@placer.ca.gov in the event that their MCD is lost, ~~stolen,~~ or prior to being ~~upgraded,~~ replaced with a new device. Prompt reporting of lost or stolen devices is required ~~in order~~ to maximize the potential for initiating the wipe process prior to alteration of the mobile device.

In the event that an employee recovers a lost or stolen personally owned MCD that has been remotely wiped of all information, the employee will be responsible for reloading their personal information and programs onto their MCD as well as any associated costs with the reloading process.

3.4 TERMINATION

The department is responsible for ensuring that terminated employee's equipment ~~or equipment no longer needed~~ is appropriately deactivated, any County data is removed and, if County provided, is turned in to the issuing department.

Contact the ~~Administrative Services Department's Customer~~ IT Service Center (~~Desk at~~ ITServiceDesk@placer.ca.gov or by calling (530) 889-4357 or ~~hlpesc@placer.ca.gov~~) to ~~have~~ schedule the MCD device to be wiped and access disabled on the date and time of the planned termination or as soon as possible upon employee termination if unscheduled.

3.5 OVERTIME AUTHORIZATION

Non-exempt employees understand and agree that using this device during off duty days or hours may create an obligation of the County to compensate the employee with overtime pay. Therefore, the employee agrees not to access County resources during off-duty hours or days without advance approval from their supervisor.

