
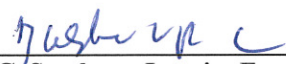




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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| Policy # 2051 | Usage of Cellular Phones |
| Origination Date: April 2001 | |
| Revision Date: March 2004; April 14, 2006; June 2008; July 10, 2009 | |
| Reviewed Date: June 22, 2007; July 31, 2010; July 2, 2012; July 21, 2013; October 15, 2014, October 17, 2016 | |
| Approved: | |
|  Paul Ascari, Chief Financial Officer |  Bryan G. Stephens, Interim Executive Director |

POLICY

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to establish guidelines regulating the use of agency cellular phones.

PROCEDURE:

- 1) Agency cellular phones are provided to employees to be used for agency purposes according to the following guidelines:
 - a) Agency cellular phones are to be used for agency calls only.
 - b) Agency cellular phones are NOT to be used for personal calls.
 - c) Text messaging is NOT allowed even if the phone is capable of texting.
 - d) Downloading of any sort (such as video/ring tones/email/etc) is NOT allowed even if the phone is capable of these functions.
 - e) Long distance calls are NOT allowed except for approved business purposes.
 - f) Employees may not take agency issued cellular phones out of state except on authorized business travel or if the employee is "on call" as approved by the Department Director.
 - g) Employees will be responsible for replacing lost, stolen, or damaged cellular phones at the rate determined by the cellular company.
- 2) The Accounting department staff will audit employee cellular phone bills monthly to monitor usage. When discrepancies are noted, the bills will be forwarded to the employee's supervisor for further review. If cell phone abuse is determined, the employee will be required to reimburse the CSB according to the following guidelines:
 - a) Require reimbursement for every personal call at the "per minute" rate of the agency's current rate plan;
 - b) Require reimbursement for any long distance calls at the "per minute-long distance" rate of the agency's current plan;
 - c) Require reimbursement for any roaming charges that appear on an employee's cellular phone bill;
 - d) Require reimbursement for any other fees associated with personal use.
 - e) The employee's supervisor will initiate disciplinary/corrective action processes.
- 3) Accounting department staff will serve as liaison with the cellular service provider(s):
 - a) To request any changes to agency cellular accounts.
 - b) To handle all equipment requests (replacement batteries, chargers, etc.) related to agency cellular accounts.
- 4) A list of all agency cellular phones will be maintained in the Accounting department. This list will include the cellular phone number and the employee assigned to that phone.