

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Department Issued Cell Phones

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish a guideline for the use of department issued cell phones.

Responsibilities:

All Employees

- A. Employees are expected to use their department issued cell phone for work related activities (calls, texts, etc.) in the performance of their duties. Personal activity is not acceptable, except in the case of an emergency or extenuating circumstance.
- B. Guidelines for the use of cell phones with data capability and mobile devices are outlined in the Mobile Device User Agreement (Attachment A).
- C. Employees shall maintain password protection on their device.
- D. Employees shall immediately report lost, stolen, or damaged cell phones, pursuant to the Equipment Responsibility procedure.
- E. Upon separation from the Probation Department, employees shall return their cellular device, cell phone accessories and provide their password to the cell phone coordinator.
- F. Supervisors shall notify the cell phone coordinator of employees on leave beyond thirty (30) days in order to suspend cellular service.

Automated Services/Fiscal

- A. Conduct random monthly audits of at least 2% of all cell phone bills for unusual or consistent activity not related to work requirements.
- B. Notify the Department Information Services Administrator of all audits conducted which revealed unusual or consistent activity not related to work requirements.
- C. Ensure cell phones are charged to the appropriate grant or unit, either as a direct cost or percentage of cost, whichever is most appropriate.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

San Bernardino County Auditor-Controller/Treasurer/Tax Collector, Internal Controls & Cash Manual, June 2017

Reference:

Computer Information Security

Computer Sign-on and Access Controls

Computer Systems and Data Security Policy

Electronic Communications

Equipment Responsibility

County Policy 09 – Information Technology: Email, Telephone, Internet and Computer Systems

Department Issued Cell Phones

Issued by:


Tracy Reece, Chief Probation Officer

Original Issue Date: November 1, 2014

Revised Date: March 5, 2019

Revised Date: February 3, 2022

Attachments:

A – Mobile Device User Agreement



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Mobile Device User Agreement

The guidelines set forth in this agreement apply to the use of Department issued mobile devices i.e., iPad, iPhone, Tablets, Smart Phones, Laptops, etc. (or similar devices as developed). All County and Department Policies and Procedures still govern computer, electronic and equipment usage, maintenance, storage, etc. Mobile devices are issued at the discretion of the Chief Probation Officer and/or designee.

The Department recognizes the use of some of these devices requires the establishment of an iTunes/Windows Live account (or similar applications as developed) as software and application updates are processed via iTunes/Windows Live. The Department will maintain an iTunes account and staff may return their device to Automated Services to receive updates via the Department iTunes account. The department does not provide a Windows Live account for updates. This must be a personal account the employee maintains for these types of phones.

The Department also authorizes the use of personal iTunes/Windows Live accounts with Department issued devices that may use them. It is recognized the use of a personal iTunes/Windows Live account will allow for convenient updating and enhanced use via the personal purchase of additional apps.

It is further recognized that internet connectivity is provided, as an option, through these devices by Wi-Fi or Cellular connection, which can be outside of the County's Internet service.



I, _____, understand and agree to the following guidelines of use:
Print Name

1. Any use of Department issued mobile devices, including but not limited to all data, phone use, internet use, instant messaging, applications, etc., are subject to review/inspection by the Department at any time. There is no expectation of privacy.
2. To allow for enhanced device use and ease of updating, staff may utilize personal iTunes/Windows Live accounts.
3. Staff are allowed to purchase "apps" (software applications downloaded onto the device), under the following guidelines:
 - a. Applications purchased by staff via personal iTunes/Windows Live accounts are not eligible for reimbursement.
 - b. Applications installed on devices shall not violate County Policy 09-04, Internet/Intranet Use, Section b, Prohibited Activity.
 - i. Streaming Video/Audio is **exempted** so long as the device is using a non-County Internet connection. *Staff shall not use department WiFi connections (Prob-Guest) and/or Internet via the Virtual Desktop Infrastructure (VDI) using Virtual Private Network (VPN). These are considered County connections for accessing the Internet and are **NOT exempted** under this agreement.*
 - c. Applications, synched photos, videos, music files, etc., shall comply with all Department and County Policies and Procedures. Such items are subject to review by the Department at any time.
 - d. All personal files, applications, etc., will be deleted by Automated Services/Purchasing staff (phones) when the device is surrendered by the employee at time of transfer, at Department directive or at employee request.
 - e. If a device is returned for maintenance or servicing, it may require a full restore/reset. This may delete any data on the device prior to that point in time.
4. Mobile device users connecting to County resources with a VPN shall comply with all County and Department Policies and Procedures. **No exemptions in this agreement apply while connected through VPN.**
5. While connected to the internet through the County's internet service, users shall comply with all County and Department Policies and Procedures. **No exemptions in this agreement apply while connected through the County's internet service.**
6. Occasional personal use of these devices is authorized in accordance with County Policy 09-04, Internet/Intranet Use.
7. Mobile device users shall comply with all County and Department Policies and Procedures pertaining to any electronic, storage device and equipment responsibility.

Staff Printed Name/Signature

Date