



Cellular Devices Policy

Purpose

The purpose of this policy is to assist the Ohio Department of Agriculture's (ODA) employees in the proper utilization of state issued cellular devices.

Scope

This Policy is applicable to all full-time and part-time permanent ODA employees, unless conflicting provisions exist within the collective bargaining agreement applicable to bargaining unit employees, in which case the provisions of the collective bargaining agreement control.

Policy

The Cellular Device Policy constitutes the ODA's position regarding personal and general usage of state cellular devices. This policy is not intended to replace the State of Ohio IT Policy, "Information Technology Resource Usage, which states, in part, that each agency shall develop their own policy on the use of cellular devices. The State of Ohio IT Policy is incorporated herein by reference.

Procedure

1. In order to protect the interests of the State of Ohio and to provide effective and efficient service to the citizens of Ohio, ODA may provide cellular devices to some employees. These cellular devices at all times remain state property and the use of these taxpayer funded resources is to be restricted to official state business except in the rare circumstance stated herein. ODA may issue a state telephone calling card instead of a cellular device when appropriate.
2. An employee assigned a cellular device or calling card is responsible for the safety, maintenance, and security of the equipment. Failure to properly maintain and/or secure the provided equipment may result in disciplinary action and may be cause for termination. Employees shall not permit any non-state employee to use their state assigned cellular devices. Cellular devices are issued upon the discretion of the Director and may be revoked at any time.
3. Employees issued a cellular device are on notice that the cellular device may be monitored to ensure compliance with this policy. Monitoring can include, but is not limited to, calls made, calls received, texts sent, texts received, browsing history and the location of the state cellular device at any given time. Programs that assist in monitoring a cellular device shall not be disabled, removed or inhibited in any manner. Additional applications shall not be added to a cellular device without prior written approval from ODA. Any violation of this policy may result in disciplinary action in accordance with the ODA disciplinary grid and may be cause for termination.
4. Use of a cellular device for communications between field and office personnel is to be for business purposes only. As part of ODA'S customer service focus, it is important to ensure that business callers can reach the ODA employee that they are attempting to contact by keeping phone lines open. A cellular device shall be kept with the supervisor who is on call during weekends and holidays in order to contact



the after-hours answering service should an emergency arise. Each Division shall maintain and track the responsible user, with the dates and times that the shared cellular device is checked-out and checked-in.

5. Employees are prohibited from making or receiving any non-emergency personal calls or distributing their state wired and/or wireless phone numbers for personal business or reasons unrelated to ODA business. Prohibited use also includes internet searches and other data functionality that is not related to ODA employment or business.
6. Managers/Supervisors may, at their discretion, randomly review the telecommunication invoice(s) of their employees to ensure that all incoming and outgoing calls and/or messages are work related. When deciding which employees may require a cellular device, managers/supervisors must also evaluate criteria such as how the cellular device will be used, number of minutes required, need for data transmission capabilities, etc.
7. Managers/Supervisors who have a reasonable belief that an employee is not performing their designated duties, as required by ODA policies and standards of employee conduct, or is using an ODA-issued cellular device in a manner inconsistent with this policy may, upon securing written approval from the Director or his designee, review tracking information provided by a cellular device. Out of respect for the privacy of ODA employees, ODA will make every effort to focus such a review of this information to hours when the employee represented they were on state time. However, due to the inherent nature of such a review and because ODA has a right to know the whereabouts of its state-issued equipment at any time, ODA cannot guarantee that data regarding the cellular device's location during non-business will not be collected and reviewed. ODA employees are hereby put on notice that this fact should be considered when the employee decides where to store the state-issued cellular device during non-business hours.
8. Pay-per-call numbers and collect calls shall not be placed to or from any state phone. A degree of due diligence must be taken by the employee to avoid dialing or returning a call to a pay-per-call destination.
9. ODA employees must take adequate precautions to ensure any state issued cellular device in their possession is secure. Leaving an item unsecured or unattended in a public place or visible in a car is not appropriate. Should an item be lost or stolen, ODA will conduct an investigation to determine if the employee was at fault and, if it is so determined, the employee may be subject to discipline up to and including termination. If the employee is determined to be at fault, the employee may also be required to reimburse the state for the cost of the lost or stolen item. All lost or stolen equipment must be reported immediately to the employee's immediate supervisor. The employee shall complete a written incident report that includes pertinent facts, locations, and circumstances.

In the case of theft or possible theft, ODA's Chief Legal Counsel shall be notified. The Chief Legal Counsel shall ensure that the theft is reported to the State Highway Patrol pursuant to the Patrol's reporting requirements.

In the case of a telecommunications system that is connected to any state electronic files or folders (such as Outlook), the Information Technology Office shall immediately deactivate the device.

Any violation of this policy may result in disciplinary action in accordance with the ODA disciplinary grid and may be a cause for termination.



Contact

The Human Resources Director is available for questions or consultation regarding this Cellular Device Policy.

This Policy supersedes any previously issued directive or policy and will remain effective until cancelled or superseded.

Revision History

Date	Description of Change
8/2012	Initial Policy Issued
7/2015	Policy Reviewed

