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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 100.25  
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**AUTHORITY:** BOG  
**COUNTY MANAGER:** Dan Folle  
**PAGE:** 1 OF 1

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**SUBJECT: PERSONAL USE OF CELLULAR TELEPHONES**

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**I. PURPOSE:** To establish a policy for the use of cellular telephones.

**II. PROCEDURE/POLICY:**

- A. The County Commissioners, in recognizing the growth and the need for state of the art communications within Douglas County to operate effectively and efficiently, have approved the purchase of cellular telephone equipment for key county officials to assist them in the performance of their duties.
- B. Along with this approval comes the responsibility of use of this equipment within certain parameters. Therefore it shall be the duty of the department head to review the monthly service cost of the cellular telephone and to rectify any misuse of the equipment.
  - 1. Cellular telephones should be used only for business purposes of the county and should not be used if there is no clear and present need to immediately make or receive the call in the field. Cellular telephones are to be considered a tool which enables employees to better complete their job function.
  - 2. In an emergency that would preclude the employee from being home at a regular time the employee may call home and advise them that he/she will be late. This is the only exception to the personal telephone call policy. This will be allowed as a matter of practice because, prior to the cellular telephone emergency service employees who were going to be late due to an emergency would call the dispatch center (already busy with the emergency) and have the dispatcher call home to make the advisement.
  - 3. It is the responsibility of the department head who has purchased cellular telephones in their department to monitor the use of the telephone and the ongoing cost of the telephone. He/she shall take appropriate action to remedy any misuse of the telephone by their employees up to and including discipline or removal of the telephone from the use of the employee.
  - 4. In the event phones are used for personal calls the employee shall reimburse the County for charges.

**III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the County Manager's Office and the County Commissioners.

6/9/03