

Microfilm No. 531765
Day Dec 20 10
At 1:38 O'Clock PM
ABBIE MACE
FREMONT CO RECORDER
Fee \$ 0 Deputy
Recorded at Request of Abbie Mace

RESOLUTION NO. 2011-04

A RESOLUTION OF FREMONT COUNTY, IDAHO, ADOPTING A WIRELESS COMMUNICATION STANDARD OPERATING PROCEDURE.

WHEREAS, the Board of County Commissioners of Fremont County, Idaho believes it to be in the best interest of the county to create procedures for wireless communications devices and services.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Fremont County, Idaho, that the Fremont County Wireless Communication Standard Operating Procedure is hereby adopted as follows:

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the procedure for leasing and/or purchasing wireless communication devices and services, and the use of personal devices for County business.

SCOPE

The Wireless Communication Equipment SOP applies to all employees of Fremont County, as well as any contract employees in the service of Fremont County who may be using County mobile/cellular telephones or wireless communication devices.

DEFINITION

A mobile telephone or cellular telephone is a long-range, portable electronic device used for mobile communication. In this SOP, mobile and cellular telephones are referred to as "mobile telephones". The guidelines in the SOP apply equally to all types of mobile and cellular telephones. Wireless data communication devices are any computer component which is used to connect computers to the Internet or other data-based networks. In this SOP, wireless data communication devices connecting to cellular data networks are referred to as "data cards".

GENERAL PROCEDURE

The Fremont County Board of Commissioners recognizes that, in addition to mobile telephones used specifically for County business and paid for entirely by the County, some employees use personal mobile telephones for County business. This SOP addresses each of those instances separately.

The Fremont County Board of Commissioners will select a primary provider of wireless services. No other elected official or employee has the authority to contract for services. All County purchases of mobile telephones and data cards will be made through the primary provider. The Fremont County Information Technology Department is the designated wireless service provider for County devices.

Mobile telephones and data cards are provided only in circumstances where there is a demonstrated business need. Elected officials or department heads will determine which employees need County mobile telephones and/or data cards and will conduct routine reviews of their use. Requests for equipment and cell plans will be made by these supervisors to the I.T. Department. The Board of County Commissioners will determine which plans and equipment are available. Requests not within these guidelines must be approved by the Commissioners.

Many wireless companies provide discounted rates and equipment to government employees. It is the employees' responsibility to negotiate these discounts for their personal use. However, the I.T. Department may negotiate discounts on behalf of the group.

COUNTY MOBILE TELEPHONES & DATA CARDS

This SOP applies to all mobile telephones and data cards under County agreements.

Employees are accountable for all calls to and from any mobile telephone assigned to them, and are required to certify billing records. It is the supervisor's responsibility to verify billing records and document personal calls made to or from County devices. Personal calls should not be made to/from these devices and an employee may be required to reimburse the County for these calls.

Only elected officials, department heads and certain supervisors may use "smart phones", unless approved by the Commissioners. Other employees will have the option to use a basic County-provided, limited-use phone or their personal phone.

Devices purchased by the County will not include features unnecessary for a County employee to perform their job function. These devices will be the County's property. Employees who switch from a County plan to a personal plan may be given a one-time option to continue using their County phone under their personal plan. The County will not provide support for these phones. When that phone is no longer operational, the employee will be required to purchase a personal phone.

Lost or stolen devices under County plans may be replaced at County expense. The County will work with its vendors regarding matters of insurance, billing and problems with service. County phones must be returned to the I.T. Department as they are upgraded or replaced.

If a supervisor determines that there is no longer a need for continuation of a mobile telephone agreement or data card, the County will be responsible for any termination fees.

PERSONAL CELLULAR & MOBILE DEVICES USED FOR COUNTY BUSINESS

This SOP applies to all mobile devices under personal contracts, which are used for personal and County business. County employees required to use personal mobile devices for business purposes will obtain personal plans, and will be reimbursed by the County at a rate determined by the Board of County Commissioners. The telephone number must be communicated to the I.T. Department and all persons entitled to have contact with the employee.

If an employee chooses to use their personal phone, they will receive either a monthly or annual stipend, depending on use and policy. This stipend will be added to the employee's salary and taxed accordingly.

If a supervisor determines that there is no longer a need for an employee to use their personal mobile device for County business, the employee shall be responsible for any termination fees.

Personal devices may be used in any way the employee deems appropriate and are the employee's property. Replacement of lost, stolen or damaged devices will be the employee's responsibility, and employees must work with their vendors regarding matters of insurance, billing and problems with service.

ENFORCEMENT

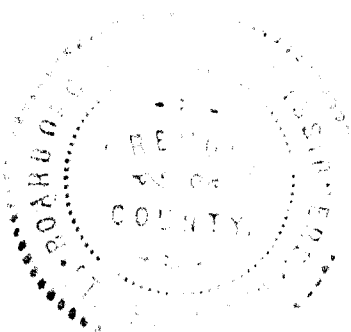
Any employee who is found to have violated this SOP may be subject to disciplinary action, up to and including termination of employment.

PRIMACY


This SOP supersedes any existing policy, policies or procedures that may be in conflict with the provisions of this SOP.

This resolution shall be in full force and effect on December 6, 2010.

PASSED THIS 6th DAY OF December 2010 BY THE BOARD OF COUNTY COMMISSIONERS OF FREMONT COUNTY, IDAHO.



BOARD OF COUNTY COMMISSIONERS
FREEMONT COUNTY, IDAHO


PAUL ROMRELL, CHAIRMAN

ATTEST:


ABBIE MACE, COUNTY CLERK



Fremont County Wireless Communication Standard Operating Procedure

531765

Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the procedure for leasing and/or purchasing wireless communication devices and services, and the use of personal devices for County business.

Scope

This SOP applies to all employees of Fremont County, as well as any contract employee in the service of Fremont County who may be using County mobile/cellular telephones or wireless communication devices.

Definition

A mobile telephone or cellular telephone is a long-range, portable electronic device used for mobile communication. In this SOP, mobile and cellular telephones are referred to as "mobile telephones". The guidelines in this SOP apply equally to all types of mobile and cellular telephones. Wireless data communication devices are any computer component which is used to connect computers to the Internet or other data-based networks. In this SOP, wireless data communication devices connecting to cellular data networks are referred to as "data cards".

General Procedure

The Fremont County Board of County Commissioners recognizes that, in addition to mobile telephones used specifically for County business and paid for entirely by the County, some employees use personal mobile telephones for County business. This SOP addresses each of those instances separately.

The BOCC will select a primary provider of wireless services. No other elected official or employee has the authority to contract for services. All County purchases of mobile telephones and data cards will be made through the primary provider. The Information Technology Department is the contact between the County and the designated wireless service provider for County devices.

Mobile telephones and data cards are provided only in circumstances where there is a demonstrated business need. Elected officials or department heads will determine which employees need County mobile telephones and/or data cards and will conduct routine reviews of their use. Requests for equipment and cell plans will be made by these supervisors to the I.T. Department. The BOCC will determine which plans and equipment are available. Requests not within these guidelines must be approved by the Commission.

Many wireless companies provide discounted rates and equipment to government employees. It is the employees' responsibility to negotiate these discounts for their personal use. However, the I.T. Department may negotiate discounts on behalf of the group.

County Mobile Telephones & Data Cards

This SOP applies to all mobile telephones and data cards under County agreements.

Employees are accountable for all calls to and from any mobile telephone assigned to them, and are required to certify billing records. It is the supervisor's responsibility to verify billing records and document personal calls made to or from County devices. Personal calls should not to be made to/from these devices and an employee may be required to reimburse the County for these calls.

Only elected officials, department heads and certain supervisors may use "smart phones", unless approved by the Commission. Other employees will have the option to use a basic County-provided, limited-use phone or their personal phone.

Devices purchased by the County will not include features unnecessary for an employee to perform their job function. These devices will be the County's property. Employees who switch from a County plan to a personal plan may be given a one-time option to continue using their County phone under their personal plan. The County will not provide support for these phones. When that phone is no longer operational, the employee will be required to purchase a personal phone.

Lost or stolen devices under County plans may be replaced at County expense. The County will work with its vendors regarding matters of insurance, billing and problems with service. County phones must be returned to the I.T. Department as they are upgraded or replaced.

If a supervisor determines that there is no longer a need for continuation of a mobile telephone agreement or data card, the County will be responsible for any termination fees.

Personal Cellular & Mobile Devices Used For County Business

This SOP applies to all mobile devices under personal contracts, which are used for personal and County business. County employees required to use personal mobile devices for business purposes will obtain personal plans, and will be reimbursed by the County at a rate determined by the BOCC. The telephone number must be communicated to the I.T. Department and all persons entitled to have contact with the employee.

If an employee chooses to use their personal phone, they will receive either a monthly or annual stipend, depending on use and policy. This stipend will be added to the employee's salary and taxed accordingly.

If a supervisor determines that there is no longer a need for an employee to use their personal mobile device for County business, the employee shall be responsible for any termination fees.

Personal devices may be used in any way the employee deems appropriate and are the employee's property. Replacement of lost, stolen or damaged devices will be the employee's responsibility, and employees must work with their vendors regarding matters of insurance, billing and problems with service.

Enforcement

Any employee who is found to have violated this SOP may be subject to disciplinary action, up to and including termination of employment.

Primacy

This SOP supersedes any existing policy, policies or procedures that may be in conflict with the provisions of this SOP.