



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Use of Cell Phones Issued by CCHD
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Fiscal Officer
ORIGINAL DATE ADOPTED:	03/01/2017
LATEST EFFECTIVE DATE:	03/01/2017
REVIEW FREQUENCY:	5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-028-P

A. PURPOSE

The purpose of this policy is to clarify the use, care and security of cell phones issued by the Canton City Health District (CCHD). This policy applies to all CCHD employees that are issued a cell phone for work use by CCHD.

B. POLICY

Employees that are issued cell phones and accessories by CCHD are responsible for the appropriate use, care and security of the cell phones and accessories. CCHD issued cell phones shall only be used for work purposes.

C. BACKGROUND

N/A.

D. GLOSSARY OF TERMS

Cell phone – An electronic device that serves as a telephone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network. Short for cellular phone. These can range from a wide variety of technology, like a flip-phone or smart phone.

Smart phone – a cell phone that performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded applications. These phones require data service.

Flip phone – A hinged cell phone that is very compact when closed. It is a basic cell phone without internet access. These phones do not require data service.

Accessories – In this document, ‘accessories’ refers to items directly related to the use and care of the cell phones. These may include, but are not limited to, chargers, protective cases, SIM cards, etc.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

CCHD employees may be issued a CCHD owned cell phone and accessories for work purposes if the position has an essential need for the cell phone to perform their job functions. A current list of positions determined to have an essential need for cell phone service, and the level of service, is included in attachment 800-028-01-A_CCHD Job Positions with Essential Need for Cell Phone.

When issued a cell phone by the CCHD, the employee is responsible for the proper use, care and security of the device pursuant to the following guidelines:

1. The cell phone and accessories shall only be used for CCHD work duties assigned by the employees’ direct supervisor or division leader. The employee is not to use the cell phone or accessories for personal calls, texts or other purposes that are not directly related to assigned CCHD work duties. If the



cell phone has a data plan, the cell phone is not to be used to look up information that is not part of assigned CCHD work duties (for example, using the web browser to look up personal information).

2. The supervisor or division leader is responsible to be knowledgeable of the funds used to pay for the cell phone service, and only assign work to the employee using the cell phone that is within the restrictions of the funding.
3. The supervisor will determine what accessories are necessary in order to ensure appropriate protection of the cell phone device. The employee may recommend accessories to the supervisor.
4. The employee is responsible for ensuring that the phone is sufficiently charged and turned on during work hours and as needed to perform assigned work duties.
5. The employee is responsible for the proper care of the cell phone while in their possession. The employee shall take reasonable precautions to secure the cell phone from theft, loss and damage. The employee shall be responsible for the replacement of the cell phone if it is determined that the item is lost, stolen or broken through negligence by the employee.
6. A user PIN or password shall be used to lock the cell phone from unauthorized use. Any PIN or password used shall be either set by the supervisor or provided to the supervisor.
7. For cell phones that are required to have data service:
 - a. No applications can be installed by the employee. Any applications deemed necessary to perform the assigned job functions shall be installed by the supervisor.
 - b. The CCHD provided email shall be setup on the cell phone so it can be accessed by the cell phone while the employee is out of the office. The employee is required to check the email occasionally (at least once) throughout the work day while out of the office for the entire day (at a minimum).
 - c. The supervisor may place necessary controls to lock certain cell phone functions so the employee uses the cell phone as expected by the supervisor.
 - d. The supervisor may set location services to be turned on for the safety of the employee when out of the office and so the cell phone can be located in case of loss.
8. For cell phones that are equipped with a camera, the camera may be used to take photographs related to assigned CCHD work duties as approved by the employees' supervisor or division leader. If cell phone camera use is approved, the stored photographs shall be transferred to the appropriate CCHD file network and removed from the cell phone storage as soon as practical, but not more than five work days after they are created.
9. Employees shall ensure that any records created and stored on the CCHD issued cell phone are transferred to the appropriate storage location and format as soon as practical to comply with the CCHD public records retention policy.
10. Protected Health Information, as defined in policy 800-016-P "HIPAA Privacy and Security Policies", shall not be stored on the cell phone.
11. The employee shall immediately report to their supervisor if the device is lost, stolen, damaged or the employee feels the security of the phone has been compromised.

F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:



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Prevent. Promote. Protect.

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FINAL

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H. APPENDICIES & ATTACHMENTS

800-028-01-A_CCHD Job Positions with Essential Need for Cell Phone

I. REFERENCE FORMS

N/A.

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.