



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Cellular Phone Policy			Article: 1614
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

Department issued cellular phones are used to conduct official county business. However, employees must certify their cellular phone charges each month with reference to any personal use.

I. CELLULAR PHONE USE WHILE DRIVING

The Probation Department acknowledges the growing public concern regarding the safety implications of the widespread practice of using hand-held wireless telephones and mobile service devices while driving and the need to establish uniform guidelines for the use of these devices while driving.

Employees and volunteers of the Probation Department are prohibited from driving any vehicle owned, leased or under the control of the County of Kern while using a wireless telephone and/or a mobile service device (mobile data computer or other texting devices, etc.) even if the device is designed and configured to allow hands free listening, talking or operation unless the wireless device is being used for emergency purposes, including but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services or entities.

II. PROCEDURES FOR CELLULAR PHONE RETURN

The following procedures are for staff regarding the return of a department issued cellular phone that is no longer needed:

- A. Contact your supervisor and return the department issued cellular phone.
- B. The supervisor will send the department issued cellular phone to the attention of the manager of Information Technology at Information Technology Services. A memo must accompany the cellular phone, which includes the name of staff, the phone number and the date the phone no longer belonged to the staff member.

Do not under any circumstances send a department issued cellular phone to Information Technology Services without the information listed above.

III. PROCEDURES FOR A DAMAGED OR LOST PHONE

- A. Contact supervisor
- B. If lost, contact the manager of Information Technology in Information Technology Services at 868-4441 immediately so the number can be cancelled, and the department does not incur any charges from misuse.
- C. Write a memo to your supervisor detailing the events that led to the loss or damage.
- D. The staff will be responsible for the reimbursement charge for the cellular phone. Contact the manager of Information Technology at Information Technology Services for the amount of the reimbursement charge.

IV. CELLULAR PHONE CERTIFICATION

Each staff that has received a department issued cellular phone must certify charges each month on the Auditornet. If you are receiving a department issued cellular phone for the first time, please request the information packet from Information Technology Services at the time of phone issuance.

You will need to request access to the following application:

Cell Phones (Role: CPEmployee will give you the ability to view and certify your assigned cell phone)

To request access to an Auditor-Net application:

- A. Click on the Edit Profile menu option under the Home tab
- B. Click on the Application Access tab
- C. Select "Cell Phone Certification" Application
- D. Select the "CPEmployee" Role
- E. Click on the Add button
- F. Click on the View Request button to review
- G. Click on the Submit Request button
- H. You will receive an email notifying you that your request has been submitted. Make sure to print this email.

I. **IMPORTANT:** Submit the printed email document to your supervisor for their approval and initials then interoffice to Accounts Payable for access.

J. You will be notified by email when your request has been approved

Once you receive the email notifying you that you have access to the Cell Phone certification application you can complete your monthly cell phone certification.

If you have any problems certifying your monthly phone charges through the AuditorNet system, please contact one of the staff in Accounts Payable at:

868-4142

868-4135