


Category:	Workplace	INCA Community Services Personnel Policy 
Sub Category:	Technology Resources	
Effective Date:	05/28/2010	
Revised Date:	07/30/2012	
Related Policies:	Personal Cell Phone Use Policy	
Forms:	Agency Cell Phone Use Agreement	
Responsible: Supervisor		

Agency Cell Phone Use

Purpose/Introduction

Cell Phones or similar devices provided by the agency are the property of INCA Community Services, Inc. The use is to be for official INCA business and emergencies only. Personal use and use by program participants is prohibited. Unauthorized use could result in serious consequences.

Guidelines

- Keep conversations short and to the point. The user should make an effort to keep calls under a minute.
- Phones and accessories are to be checked in and out on the phone log in the county office.
- Practice safety and do not use the phone while driving. Pull over when you get a call or need to make a call. Each cellular phone has a voice mailbox for messages.
- Any damages or loss must be reported immediately.

JAMM Transit Drivers Specific Guidelines

Do not give the phone number to anyone. All calls and transportation requests must go through the office. The dispatcher will relay all messages.

Monitoring

INCA receives a monthly telephone log of all telephone numbers called and received by each cellular phone. This log is reviewed monthly by program management for accuracy and discrepancies. If discrepancies are found, the supervisor will review with the user and appropriate action will be taken.

Reimbursement to the Agency

- Any unauthorized calls on agency cell phones will be reimbursed to INCA. The reimbursement will be at 75 cents per minute.
- If an employee must call Information (411) they should dial 1-800-FREE-411 (1-800-3733-411) or call your local dispatcher for assistance. Any such unauthorized calls will be reimbursed to INCA. The reimbursement will be at \$2.00 per Information attempt.
- The user will be responsible for any damages or loss of the telephone.

- The only exceptions would be:
 - If the phone is damaged or lost due to an accident or wreck.
 - If the phone was stolen. A police report must be filed.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.