



ADMINISTRATIVE PROCEDURE

TITLE: Wireless or Cellular Telephone Use

ADMINISTRATIVE PROCEDURE # 6450 *(was 311.03)*

RELATED TO POLICY # 6450 WIRELESS OR CELLULAR TELEPHONE USE

- A. The College issues cellular telephones to select college employees whose duties require immediate and frequent communications. Select individuals in executive and other critical positions require these cellular telephones to perform mandated duties, conduct crucial college business, and preserve public safety.
- B. College-issued cellular telephones are solely for the benefit of the College. The Chief Financial Officer and respective Senior Leadership Member approval is required in order for an employee to request a cellular telephone. Once the above approval is received, the Purchasing Manager will order the cellular telephone. All cellular telephones must be purchased through the Purchasing department using the Cellular Phone Request form. The value of the cellular telephone and service plan is not taxable to the employee.
- C. College-regulated or confidential data must not be stored in or transmitted via a college-issued cellular telephone unless it is approved by Information Technology Director and then only while using secure communications. Personally identifiable information (PII) must not be stored on the cellular telephone.
- D. Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes.
- E. There is no expectation of privacy in the use of a college-issued cellular telephone.
- F. Personal use of college-issued cellular telephones is not allowed. The college conducts audits to ensure users are in compliance with the Cellular Telephone Policy and Procedure.
- G. Failure to comply with college policies and procedures may result in loss of privileges, disciplinary action, and/or legal action.

H. On a case-by-case basis, employees may be held responsible for excess use charges and repair charges due to misuse of equipment or services. Charges are monitored by the area supervisor and the accounting and finance department.

I. Returning a cellular telephone

As part of the employee separation process, the cellular telephone and associated equipment must be returned to the purchasing department. The cellular telephone will be deactivated, college database updated, and the cellular telephone reissued to another employee.

REFERENCES:

26 U.S. Code Sections 274(d)(4) and 280F(d)(4)
ORS 811.507 (Distracted Driving Law)

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/15/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: