



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

AR 6450: Mobile Communication Device

Issued: September 6, 2013

Purpose

To establish procedures for the assignment of the use of cellular telephones and other wireless handheld mobile communication devices (collectively, "cell phones").

Eligibility

Members of the chief executive officer's (CEO) cabinet are automatically eligible for cellular or wireless mobile device under this policy. All other employees will be eligible on a case-by-case determination by the Chief Business Officer, Business and Administrative Services, and the recommendation of the employee's department dean based upon the nature of work the employee performs and if the need to maintain contact with the employee during work hours and non-work hours is best accomplished by using a cell phone. Eligibility is not based on job title or personal convenience. Employees meeting the following criteria will generally be considered eligible:

- A. Facilities and critical systems employees subject to afterhours call out.
- B. Emergency responders (Incident Command System command staff and general staff, primary and first alternates only).
- C. Employees who routinely are responsible for the health, safety, and well-being of students away from the district and/or access to other communication services.
- D. Non-instructional employees who spend a considerable amount of time out of the office (more than 50 percent of the normal work week) on district business.

Eligibility for an a cell-phone device with advanced capabilities that enables routine transmission of e-mails and other data will be determined separately from a standard cell phone based on the need for an employee to have frequent access to district e-mail and calendaring software while out of the office, where using a desktop or laptop PC is not practical.

This administrative procedure is not intended to apply to PC wireless broadband cards (air cards). The district will continue to be responsible for both the initial and recurring costs associated with air cards for those employees requiring remote connectivity from a laptop to the Internet. Air cards, like laptops and PCs, are considered to be district property. As such, all payments for the initial purchase and the monthly service charge will be made by the district directly to the vendor. Eligibility for an air card is determined by the department head

This administrative procedure is intended to accommodate changes and advances in wireless handheld-communication technology and to limit the number of eligible employees to those where a business necessity exists.

Eligibility will be determined on an annual basis. Requests for modifying an employee's level of eligibility will also be on an annual basis.

Usage and Responsibility

This procedure shall apply to district mobile cell phones:

- A. The phone should not have sensitive information such as employee and social security numbers, district confidential documents and any other sensitive information.
- B. They should be secured at all times.
- C. No personal calls are permitted except in an emergency.
- D. The purpose of the phone is to communicate within the district in lieu of alternative methods.

Lost or stolen cell phones, as well as problems with the service or equipment, should be reported to District Management Information Systems services. Replacement of lost or stolen cell phones require the completion of a Cell Phone Request Authorization form.

Employees shall comply with federal and state laws including not driving a motor vehicle while using a cell phone unless the device is enabled to allow hands-free listening and talking and is used in that manner while driving.

Authorization

The department head must authorize the use of cell phones by completing and signing a Cell Phone Request Authorization form and submitting it through normal channels up to his/her appropriate dean. After divisional approval, the form will be routed to the appropriate Chief Executive Officer's cabinet member, for final authorization.