


POLICY AND PROCEDURE	
SUBJECT/TITLE:	SCHD Cell Phone Policy
Distributed to:	All Employees
HEALTH COMMISSIONER	Michael E. Martin, M.D. 
ORIGINAL DATE ADOPTED:	10/13/2005
REVISED DATE:	02/14/2020
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	02/14/2020
REFERENCE NUMBER:	G-11

Scioto County Health Department Cell Phone Policy

A. General Policy

Cell phones are provided to the directors, emergency preparedness personnel, and selected staff. The primary function of these phones is to provide redundant communications capabilities during health department response activities. In order to obtain maximum utility of this equipment and maintain efficient skill levels, staff is encouraged to use the phones during daily operations. Since the contract with the service provider and a limited amount of shared time, staff is cautioned to exercise efficiency and caution with cell phone use to prevent costly overages in the time parameters allotted.

B. Daily Operations

Staff is encouraged to use their cell phone to maintain communications with personnel in the field. Again, such calls should be necessary and kept short to maximize the allotted minutes and prevent unnecessary costs.

1. Lost, stolen, or irreparably damaged cell phones must be replaced at the employee's expense.
2. All employees must sign a cell phone inventory list. Items on the inventory list must be returned at the request of the health commissioner or ON the date the employee's employment status ends with the health department. Any missing, damaged, or unreturned equipment will be replaced at the employee's expense.
3. When in a car, only use your cell phone when parked.
4. Never dial the cell phone, text or take notes while driving.

5. If your cell phone rings while driving, allow your voicemail to take the message and retrieve the message when you are parked.
6. It is the EMPLOYEE'S responsibility to understand the features and conditions of his/her particular plan. The employee will be required to reimburse the Health Department any overages that may occur unless a documented emergency necessitated the usage of uncovered charges. Examples of potential costs to the employee include but are not limited to:
 - Exceeding the amount of peak minutes allowed under the cell phone plan. The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Exceeding the amount of off-peak minutes allowed under the cell phone plan. The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Calling directory assistance. The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Any roaming charges. The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Long distance charges. The employee will reimburse the health department at the current contracted at the time of the usage.
 - Web usage, data and download fees. The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Any other charges above and beyond the regular monthly service charge established by the cell phone contract.
7. The health commissioner or designee may choose to revoke cell phone privileges at his/her discretion.

C. Emergency Response

One of the primary uses of the cell phone is to provide communications for emergency response activities. Therefore, each staff member who is issued a health department cell has the following responsibilities.

1. Administrator, Directors, Assistant/Backup Vaccine Coordinators and Emergency Preparedness Personnel
 - a. The cell phone must be maintained and properly charged at all times.
 - b. All necessary numbers should be properly programmed into the cell phone.
 - c. The above employees with department cell phones shall be on call 24 hours a day, 7 days a week.
2. Nurses, Office Staff and Sanitarians (Non-Emergency Personnel)
 - a. The cell phone must be maintained and properly charged at all times.
 - b. All necessary numbers should be properly programmed into the cell phone.
 - c. The cell phone shall remain at the Health Department should an employee plan on or be required to be absent for 14 days or more this could include but not be limited to vacation or medical or family leave.
 - d. Cell phone is to be password protected.
 - e. No sharing of passwords or cell phone. The health department employee is the only person approves to utilize the phone.

D. Personal Use


Personal use of cell phones shall be kept to a minimum.

1. Employees are expected to remain under his/her respective plan's designated minutes and conditions.
2. If the cell phone plan's conditions are exceeded, the employee must reimburse the Health Department.
3. Any lost phone shall be reported immediately to employee's supervisor.

Board Approval:




Laura Miller,
Board President

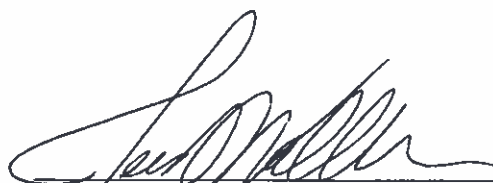


J.B. Marshall

Sean Sturgill



Dr. Michael Martin,
Health Commissioner



Dr. Jerod Walker



Dr. Crystal Sherman

Date: 2/18/2020