
Indian Valley Community Services District

POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage
POLICY NUMBER: 2040

2040.1 Employees may be provided with a business cell phone and/or camera for conducting official business. At times, an employee may have to use a personal cell phone to conduct emergency business on behalf of the agency. All uses of cell phones and/or cameras shall be done in conformance with this policy and federal/State law.

2040.1.1 Personal cellular telephones may have to be used by employees during hours of work for essential personal calls, or for an occasional personal business call. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2040.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

2040.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities, for safety reasons.

2040.3 Personal and District-owned cellular telephones are to be turned off or set to vibration mode during meetings, training sessions or during work hours.

2040.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. California law prohibits all drivers from using a handheld wireless phone while driving, unless that phone is specifically designed and configured to allow hands-free listening and talking (California Vehicle Code §23123). Drivers under the age of 18 may not use a wireless telephone or hands-free device at all while driving (California Vehicle Code §23124.) California law also prohibits a driver from writing, sending or reading text-based communication on an electronic wireless communications device while driving (Vehicle Code §23123.5).

Exemptions to these laws are granted to emergency service professionals if they are operating an authorized emergency vehicle in the course and scope of his or her duties. (California Vehicle Code §23123 (d) & 23123.5 (e).

2040.5 Phones with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms, training rooms or offices wherein employees or the public may not want cameras used.

2040.6 Text messaging devices may be used by employees for an occasional personal business call during working hours and authorized District business.

2040.7 An employee who is not issued a cellular phone, and is in need of one to conduct District business, will be reimbursed no more than \$20 monthly for its use. Employees should keep in mind that business use of personal phone may expose them to requests for public information that could contain personal business.