

2.13 CELL PHONE POLICY – Personal and County Issued. The purpose of this policy is to provide guidelines for employee's personal cell phones practices and the assignment, use and control of Polk County issued cell phones to ensure such equipment is used in the most efficient and ethical manner. This policy applies to all employees and cell phone use in County buildings or vehicles during work hours and while conducting official business. The term "Cell Phone" is defined as any handheld electronic communication device with the ability to receive and/or transmit voice, text, photographic images, digital images, or data messages without a cable. Also included are, any and all devices capable of recording digitally, videotaping any sounds or conversations. Employees should be aware that using personal cell phones or devices for County business could potentially expose their personal records to public scrutiny or legal subpoena.

Records created or received on a personal or County issued cell phone or device, including text messages and photographs that relate to Polk County business are considered Polk County records. Each Elected Official is the records management officer for the records of their office, and has their own policies and procedures for the administration of a records management program, to include records pertaining to County business on a personal or County issued cell phone. It is strongly recommended that employees use Polk County email rather than texts when communicating remotely, whenever possible.

It is a violation of this policy, and a Class "A" Misdemeanor, to delete, destroy, or otherwise make unavailable Polk County business records.