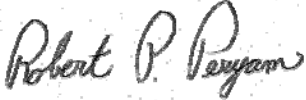


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 19 - A		TITLE: Cellular Phones
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 1	AMENDED:
REFERENCE: CALEA 81.2.10		RESCINDS: Special Order: Cellular Phones 12.12.2007
 Sheriff of Monroe County		

PURPOSE: The purpose of this order is to establish policy and procedures for the issuance and use of cellular phones.

POLICY: It is the Sheriff's policy that cellular phones be issued to positions where it is likely to be necessary to conduct Office business any time of the day.

PROCEDURE:

Criteria for Issuing Cellular Phones

Cellular phones will be issued to positions, which need to conduct work related business any time of day.

These positions will be determined by the Undersheriff.

The list of positions authorized to receive phones will be forwarded to the Finance Department and phones issued accordingly.

Phone Restrictions

Positions determined by the Undersheriff not in need of dialing capabilities will be issued phones programmed with "direct connect" capabilities only.

As phones are issued for work business, personal calls are discouraged.

Calls to directory assistance, long distance calls and text messaging are discouraged. Employees are subject to reimburse the Office for directory assistance, long distance calls and text messaging charges.

Employees issued a phone who go over the phone's plan minutes will reimburse the Office upon notification by Finance unless otherwise authorized by the Undersheriff for the bill in question.

Phones are not to be used to conduct any income making business the employee may be involved in.

Phones are not to be used to conduct any illicit or illegal activity.