

Function: Corporate Services - 03
Department: Information Tech - 070
Policy No.: 002



County Owned Mobile Communication and Data Devices

Effective Date: February 28, 2019
Review Date: February 28, 2024
Cancel: Policy 235-4 County Owned Mobile Communication and Data Devices
Resolution #: 136-19

CAO Signature: 

Purpose: This policy establishes guidelines for possession and appropriate use of County-owned mobile communication and data devices including cellular phones, smart phones, tablets, radios, pagers, and note books. It is established as guidance for employees, who by the nature of their work, require remote connectivity or communication regardless of the time of day, day of the week, or geographical location. The County Manager will determine service equipment and the type of services necessary to fulfill specific County responsibilities.

Guidelines:

1. Use
Employees should not use County cell phones when regular phones are available.
2. Personal Use
In recognition of the need for most Users to take care of occasional personal matters, limited personal use of County owned electronic devices is permitted, provided it does not interfere with Lac Ste. Anne County business or incur additional costs to the County.
3. Damage
Users have the responsibility to use all County equipment with prudence and reasonable care. Lac Ste. Anne County will replace devices damaged in the

course of conducting County business. All other loss or damage, including water damage, is the responsibility of the User of the device. The County Manager will review each incident of loss or damage to determine appropriateness and extent of costs to be recovered from the user.

4. FOIP

Employees are advised that records related to calls and texts made on County owned cell phones are municipal information. As such, information related to telephone numbers, length of call, time and date of call or text, as well as any downloadable data recorded on the mobile device, such as digital images (pictures), text messages or phone book entries, are subject to, and may be obtained under the provisions of FOIP legislation. Employees are advised and should know cell phone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor cell phone conversations without the consent of one of the parties to the conversation. A party to the conversation can legally monitor or record the conversation. Although it is technically difficult, inadvertent monitoring of private cell phone conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed.

5. Security

Due to the sensitive and confidential nature of the data on electronic devices, all County owned devices will enable the following anti-theft/loss features if equipped:

- a. Passcode lock
- b. Auto-lock timeout
- c. Anti-theft erase data
- d. Lost Phone Tracking

In accordance with IT security best practice all passwords and pin codes must be shared with the IT department when activated. Contact IT for assistance enabling any of these features.