



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

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BY Al Evans

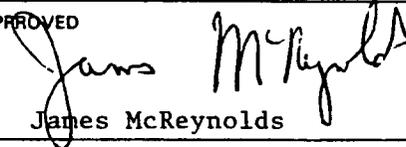
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EFFECTIVE 3/12/97

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT

CELLULAR PHONES

APPROVED


James McReynolds

I. PURPOSE

To standardize the method for assignment of Cellular Phone to Divisions, Programs, and Staff.

II. POLICY

Staff who are required to be easily contacted by way of telephone, will be issued a cellular phone, supplied by Property Management, through the local LA Cellular Company. Written justification for exception to this policy is required.

III. PROCEDURES

A. Property Management will issue Cellular Phones to department staff or Program using the following procedure:

1. Program Managers or Clinic Supervisors will initiate procedure with a justification memo for cellular phone and route to the Deputy Director, Assistant Director and Director for approval. Once all approvals have been received, a cell phone will be ordered. When the phone is received, the staff member will be notified by Property Management to pick it up in Building #3.
2. The staff member or Program Manager will acknowledge responsibility for their cellular phone by signing the "Cell Phone Responsibility" and "Cell Phone Sign Out" forms. These forms will be retained in Property Management Department until cell phone is returned.
3. When a cellular phone is used by a number of individuals within a program, the Program Manager is responsible for the instrument, including maintaining a user log and monitoring such.
4. Cellular Phones are not intended for personal use. Abuse of this privilege may result in revocation of device and/or disciplinary action. Personal calls charged against the device are to be reimbursed by the individual, through the Business Office located in Building #3 on Gilbert Street. The Program Manager will be held accountable for any uncollected personal charges.

5. Program Managers/Clinic Supervisors are responsible for returning the phone to Property Management when the staff member leaves that program or clinic. When a phone is no longer being used or is no longer required in day-to-day operations, it must be returned to Property Management.
6. Property Management will track cell phones by program and issue phone listings to the Program Managers and Clinic Supervisors.
7. Any cell phone requiring repair will be reported to the Property Management Department and then taken to LA Cellular.
8. Lost or stolen cellular phones must be reported immediately to Property Management. The Program Manager or Clinic Supervisor must prepare a memo to the Director, with a copy to Property Management stating the situation and the approximate last date seen. A copy of the memo will be attached to the Control Log and filed for reference. Employee must make full restitution for lost device by submitting payment to Property Management. The cost will be determined by using the current replacement value of a similar instrument. Property Management will record the payment in the Control Log and obtain receipt from the Business Office.

DEPARTMENT OF BEHAVIORAL HEALTH
CELLULAR PHONE RESPONSIBILITY STATEMENT

I, _____, acknowledge

responsibility for the cellular phone assigned to me. I understand

that I will be required to reimburse the Department for the

loss of or negligent damage to the assigned phone.

(Signature)

(Date)