



Division 03

Communication and Information Management/Technology

Chapter 03 – Cellular Telephones

January 2009

POLICY

This General Order shall provide guidelines for all career personnel with county-owned cellular telephones.

please be advised that you will be responsible for reimbursing the County for any overages that you may incur above the monthly allowable minutes.

DEFINITIONS

N/A

The Information Management Manger will be monitoring cell phone usage on a monthly basis. Each command will be notified of any unusual or high activity.

PROCEDURES

1. Accountability

In order to ensure proper accountability of County owned cellular telephones, all individuals will fill out an “Asset Tracking Form” for each telephone (see attachment). The Management Services Command will maintain a record of all issued cellular telephones.

4. Loss and Theft

In the event of any loss, damaged beyond repair, or theft of any County owned cellular telephone, the assigned user shall follow the procedures regarding Vehicle Accident Reporting and Property Loss.

2. Requests for Service/ Repairs

All requests for service (new and upgrades) shall be submitted through the appropriate chain-of-command to the Management Services Command. This action ensures proper tracking of cellular telephones assigned to the Fire/EMS Department. All repair requests shall be made through Management Services Command, Information Management Division.

REFERENCES

N/A

FORMS/ATTACHMENTS

Asset Tracking Form

3. Cellular Telephone Usage

Cell phones are for business use only. It is understood that on occasion, you may need to use the phone for personal reasons. However,

**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
ASSET TRACKING FORM**

| | |
|-------------|----------|
| NAME: | COMMAND: |
| ASSIGNMENT: | PHONE #: |

(Please fill out the appropriate sections that apply)

VEHICLE

| | |
|------------------|------------------|
| VEHICLE #: | YR./MAKE/MODEL: |
| CURRENT MILEAGE: | *DESIGNATED USE: |

* indicate take home, partial commute, or work day use.

RADIO

| | |
|----------|------|
| **MODEL: | ID#: |
|----------|------|

** indicate MPS, MPA, MRK, or MRK w/display

CELLULAR PHONE

| | |
|---------------|-------------------|
| PHONE NUMBER: | ***TYPE OF PHONE: |
|---------------|-------------------|

*** indicate handheld, bag, or permanent

PAGER

| | |
|---------|---------------------------|
| NUMBER: | MODEL: |
| | **** GROUP PAGE: YES / NO |

**** circle response

POOL VEHICLES: Please indicate in the name block "pool" if the vehicle is used as a pool vehicle.