

# Madison County, Mississippi

## Cellular Telephone Policy

Madison County purchases a monthly pool of minutes from which all County cellular telephones draw. Overage charges can be expensive. Therefore, the Madison County Board of Supervisors, in an effort to insure cellular telephone service is necessary for employees, and to control and monitor its use, adopts the following Cellular Telephone Policy:

1. **The acquisition of cellular telephones must be limited to those employees with a demonstrated need for such equipment to perform essential county business, promote public safety, increase productivity, increase service to the public, or provide communication where it cannot be provided by a less expensive means.**
2. Cellular telephones shall only be assigned at the request of Department Heads who are required to assess the need for cellular service based upon the following:
  - Are other communications devices available or more suitable?
  - Are less expensive communications devices available or suitable?
  - Are there a limited number of cellular telephones that can be checked out by employees on a daily basis?
  - Are quantifiable benefits associated with the procurement of a cellular telephone for said employee and will a cellular telephone provide more efficient or effective delivery of services to the citizens?
  - Do quantifiable savings associated with the use of a cellular telephone result in a reduction of other costs?
3. After assessing that an employee needs a cellular telephone, Department Heads must complete a "Cell Phone Needs Assessment," a copy of which is attached at the end of this policy. All request forms must be submitted to the County Administrator for review and final approval.
4. In the event cellular telephones no longer meet demonstrated business requirements, are unused, or no longer comply with the County's needs, the Department Head must forward the cell phone to the Inventory Control Clerk for cancellation of service. Theft, loss, or damage of a cell phone shall be reported to the Inventory Control Clerk immediately.
5. Cellular telephones should only be used for County business and work related calls. There is no statutory authority under Mississippi law for routine

personal use by County employees of county-owned cellular telephones. Charges incurred for personal use of county-owned cellular telephones must be reimbursed. Employees must reimburse the County for all personal cellular telephone calls within ten (10) working days of receiving the bill. The fee for personal cellular telephone calls is twenty cents (\$.20) per minute. Department Heads are responsible for periodically reviewing their employees' cellular telephone usage for personal calls as well as excessive use. The County Administrator's office will conduct random audits of cellular telephone bills to insure compliance with this policy.

6. Use of cellular telephones while operating a vehicle on County business is strongly discouraged, except in cases of emergency.
7. In the event that an employee is found to have engaged in prohibited use(s) or has abused a permissible use(s), the County reserves the right to recover applicable costs, revoke cellular telephone privileges, and to impose disciplinary action up to and including termination.

So ordered by the Madison County Board of Supervisors on this the 1st day of November, 2004.

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Douglas Jones, President  
Madison County Board of Supervisors

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Arthur Johnston, Chancery Clerk  
Madison County, Mississippi

**MADISON COUNTY, MISSISSIPPI,  
Cellular Telephone Needs Assessment**

Department: \_\_\_\_\_

Employee Name/Position: \_\_\_\_\_

Estimated Time Spent Away from Office: \_\_\_\_\_

Need for Immediate Contact: {circle one} High Moderate Low

Are there Alternative Means of Communication: {circle one} Yes No

What are the Alternative Means of Communication: {circle one} [Telephone Land Line]  
[Mobile Radio] [Hand Held Radio] [Pager]

List Benefits of Cell Phone vs. Comparative Cost of Alternative means of  
Communication:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Public Safety Needs:  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Justification for Cell Phone Need:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head/Elected Officials