

Survey to Chief APOs

Issue: PO Cell Phone Policy

Question (from Lycoming County)

Our probation officers will be getting cell phones per the recently settled CBU contract. Can you please send out an email to see if any chiefs have a sample work cell phone policy?

Fayette County

See addendum



FAYETTE COUNTY ADULT PROBATION & PAROLE DEPARTMENT

22 East Main Street-3rd Floor Uniontown, PA 15401

Phone: (724)430-1251 Fax: (724)430-1430

Steve P. Leskinen
PRESIDENT COURT JUDGE

JAMES CACCIMELIO
CHIEF ADULT PROBATION OFFICER

Agency Staff Name:	
Cell phone number issued to this employee:	
Model / Serial # & cost of issued phone:	

The above named employee certifies that they have received and will utilize the mobile phone listed above for Fayette County Adult Probation Office (FCAPO) business use.

TERMS OF USAGE:

- I understand that any cellular telephone owned/leased by FCAPO is to be used to conduct official FCAPO business only. The phone is not to be used for incoming or outgoing personal calls / texts except in the case of an emergency.
- I understand that no pictures of clients should be taken unless a signed release is completed and placed in his or her file and a supervisor has given permission. I also agree to comply with all HIPAA regulations regarding Protected Health Information (PHI) and will not transmit anything that would violate HIPAA regulations. All pictures must be downloaded to the office server and deleted from the cell phone as soon as the picture is no longer needed.
- I understand that all FCAPO cellular telephone bills are subject to review by management, and I will endeavor to use the phone provided to me in an appropriate and responsible manner using minutes and data only when necessary to do my job functions.
- I understand that I am responsible for ensuring the phone is maintained in a safe and secure manner. I understand that if I lose a FCAPO cell phone or it is damaged beyond repair due to my negligence, I will be responsible for the cost of replacing the phone.

I understand that I am responsible for the following:

- Learning how to use the phone / apps
- Abiding by all state and federal laws for using cell phones while driving
- Ensuring the phone is turned on and in my possession when conducting FCAPO business.
- Not swapping cell phones with other staff
- Having phone access password protected
- Returning my FCAPO assigned cell phone and all accessories that accompany the phone when leaving employment of FCAPO.
 - a. Phone and all accessories that accompany the phone are returned immediately.
 - b. If I do not return the phone & accessories that accompany the phone, I will be financially responsible and FCAPO will withhold payment of any benefits in the final payroll check until phone is returned.
 - c. The phone will be completely accessible, i.e. the password shall be given to the supervisor receiving the phone at turn-in.
- Answering all calls in a professional manner
- Maintaining a charge at all times
- Activating my voice mail immediately and if unable to do so, seek assistance
- Not altering the phone settings or Simm card
- Maintaining all accessories that came with the FCAPO phone and keeping the phone in the protective case

By signing this document, the employee understands and agrees to the terms of usage and responsibilities listed in this document, which may be supplemented in writing as determined appropriate by management.

_____ Employee Signature
Date

_____ Supervisor Signature
Date

After signing, form will be placed into Personnel File.

James Caccimelio, Chief Adult Probation Officer
Court of Common Pleas, County of Fayette, PA
22 East Main Street, 3rd Floor
Uniontown, PA. 15401
724-430-1251
jcaccimelio@faycopro.org