



REQUEST / AGREEMENT

CELL PHONES

The following pertains to employees of the Bainbridge Island Metropolitan Park & Recreation District who use cell phones to conduct District business. The term “routinely” or “routine” as used in this document is defined as either: 1) continual or repeated use on an almost daily basis for the purpose of work communications, or 2) a form of communication that has become common and expected of the employee in the course of his or her work.

General Criteria

- Cell phone use by employees is permitted by the Park District when necessary for conducting job responsibilities.
- Text messaging is permitted on District cell phones when necessary to perform job duties and approved by the employee’s division superintendent or director.
- Text messaging on District or personal cell phones about Park District business creates a public record that is subject to WA State law public disclosure and retention requirements.
- District cell phones must be used by employees who use text messaging on a routine basis for work-related purposes. District cell phones must be enrolled in the Park District’s text back-up service.
- Due to the difficulty of obtaining text message records from personal cell phones, personal cell phones are not to be used to routinely conduct Park District business.
- Text messages must be professional and business-like with no jokes, derogatory, political or discriminatory remarks. Anything stated in a text message can be used in litigation.
- Any apps downloaded onto a District cell phone should be for District use only.
- Cell phone related costs including text back-up will be paid by the division the employee is working for.
- The District does not provide cell phone allowances to employees for using their personal cell phones for work related business.

Cell Phone Options

There are two options for using cell phones to conduct Park District business:

1. Request Park District cell phone with all expenses covered by the District.
 - District phones are for conducting Park District business and are not for personal use.
 - Data use and text messaging must be approved by the District as outlined above.
 - If data use and text messaging is not needed, these features will be blocked on the phone.
 - If used to text, the phone must be enrolled in the Park District’s back-up service. If there is a change in phones due to disrepair or being lost, etc., District staff must be notified so the new phone can be enrolled in the back-up service.
 - Employee is responsible for safeguarding phone. If lost or damaged, Executive Director or designee will determine who will bear cost to replace or repair it (i.e. employee or District).
 - District phones will be turned into District by employee upon departure from employment.
2. Use personal cell phone at own expense for voice communications.
 - Personal cell phones used to conduct District business will be for voice communications.
 - Personal cell phones are not to be used for work-related text messaging unless occasional and when a transitory record (i.e. temporary text messages with short term value that are not necessary for documenting District business or operations).
 - Any work related text messages are public records and must be retained in accordance with the WA State retention schedule and must be made available to the District by the employee upon request.

REQUEST FOR DISTRICT CELL PHONE

Date of Application_____

Employee Name_____ Job Title_____

Name of Manager Submitting Request: _____ Division_____

1. Type of phone requested: _____ Smart phone _____ Flip phone

2. Select if needed: _____Text messaging _____Data use

3. Explain why cell phone voice service is needed to perform job duties:

4. If selecting text messaging, explain why it is needed to perform job duties.

a. Anticipated level of text messaging use to conduct District business (minutes/month): _____

b. Anticipated number of job related text messages sent or received each month: _____

5. If selecting data use, explain why it is needed to perform job duties:

a. Anticipated level of data use to conduct District business (MB/month): _____

In signing below, I acknowledge that I have read the Cell Phone Request/Agreement on page 1 and agree to comply with the outlined requirements for cell phone use.

Employee Signature_____ Date_____

OFFICE USE

Anticipated annual cost of above selected option

Phone: \$_____ Text Message Back Up Svc: \$_____ Total: \$_____

Signature of Manager_____ Date_____ Cost center to charge: _____

Request submitted by:

Signature of Division Director/Superintendent_____ Date:_____

Funds budgeted?

____yes ____no Signature of Finance Officer_____ Date_____

Approval:

____yes ____no Signature of Executive Director_____ Date_____

Following placement of order: Phone number: _____ Phone model: _____