



County of Bedford, Virginia

Mobile Device Usage Policy

**Information Technology
Department**

**Issue/Effective Date: 1/19/24
Approval Date: 1/22/24
Approved By: County Administration**

I. Overview and Policy Purpose

Mobile devices, such as smartphones and tablet computers, are important tools for the organization and Bedford County supports their use to achieve business goals.

The policy establishes guidelines for the issuance and usage of County-owned mobile devices as well as procedures for monitoring and controlling costs related to mobile device use in connection with County business. This policy outlines guidelines for appropriate use, and other administrative and regulatory issues relating to mobile devices. This policy shall be enforced in accordance with all federal, state, and local Laws as well as the current Human Resources Policies and Procedures Manual.

II. Scope

County-issued mobile phones and tablets are the property of the county and are to be used to conduct county business. County-issued mobile phones and tablets should not be used for personal use.

Employees who have a justifiable business use for mobile access typically have job duties where the nature of the employee's work is critical to the operation of the department. The employee's job function requires continuous accessibility, which may also include hours outside of regular business hours, and it is essential that the employee has the ability to communicate via mobile phone or tablet and/or email during such times.

III. Definitions

Contracted Vendor: The vendor contracted to supply wireless telephone service, wireless telephones, and other wireless mobile data technology equipment.

Department Head: As used herein includes department directors, constitutional officers, and judges. Department Heads are responsible for ensuring that employees adhere to this policy.

Employees: As used herein includes all county employees, elected officials, and appointees of the Board of Supervisors.

Mobile Phone Device: An advanced wireless device capable of voice service, text messaging, internet access and access to county information systems.

Mobile Tablet Device: While a tablet can be configured for voice/video calls and text messaging, they are typically used primarily for internet access and access to county information services.

Personal Use: An employee's use of a county-owned wireless device for other than business purposes.



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IV. Policy

It is imperative that mobile devices owned by the County of Bedford be used to conduct County business, and also that said devices be used appropriately, responsibly, and ethically.

The following must be observed:

1. County-owned mobile devices are the property of Bedford County and must be treated, used, and safeguarded as such. If a County issued mobile device is damaged, lost, or compromised the employee shall immediately notify his/her Department Director, as well as the IT Department to prevent fraudulent use of the device and to acquire a replacement. Departments will be charged for any repair or replacement parts.
2. No employee is to use a County-owned mobile device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with existing HR employee policies and guidelines.
3. All costs associated with issued mobile devices will be allocated to the appropriate department.
4. Employees are discouraged from using the County's mobile services for personal use.
5. Upgrades to existing mobile services and devices must have the business needs defined and the Department Director's approval and IT Director's approval prior to obtaining an upgrade or receiving additional services.
6. Mobile services and devices must be operated in accordance with all applicable state and local regulations regarding use while on or conducting County business, in a County vehicle, while operating County equipment, or in an employee's personal vehicle. Employees are required to use a hands-free device with a mobile device when operating a moving vehicle while on or conducting County business.
7. Each employee is responsible for the use of his/her mobile service and device and therefore is responsible to ensure unauthorized use does not occur.

A. Approval of County-owned Mobile devices

Approval is at the discretion of each department and the responsibility of the department director. The director should use the following guidelines for his or her evaluation:

- There is a justifiable business requirement for having a mobile device
- The user agrees to opt into policies defined here and in related policy documents.
- The user device satisfies the policy conditions.

Approval is not a right or benefit of employment. Approval is discretionary.



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Technical Support of County-issued Mobile Devices

Bedford County IT staff will provide support and guidance for the installation and connection to the county infrastructure and network resources. All other support-related issues must be directed to the mobile device service provider.

There are four departments that are currently responsible for managing and issuing their mobile devices.

- Sheriff's Office
- Tourism
- Commonwealth Attorney
- Fire & Rescue

IT is responsible for issuing and managing all other departments' county-issued mobile devices are issued and managed. At this time, IT currently supports County-issued Android mobile devices and iPad tablets.

Employees are not authorized to use personal mobile devices for county business. Support for the usage, functionality, and technical specifications of the *personal* mobile device or tablet is the responsibility of the employee.

V. Employee Responsibilities

Mobile phone and tablet use must comply with all related state and County policies, including, but not limited to, IT acceptable use policy, Human Resource policies, document-retention policies, and the Virginia Freedom of Information Act.

- Mobile phone and tablet use must comply with all related county policies (e.g., IT acceptable use policy, Human Resources policies, etc.).
- Avoid and minimize personal use.
- Safeguard the county devices from theft, loss or damage.
- Report a lost or stolen county-issued mobile devices to IT and your supervisor
- Immediately return the mobile device with the passcode to your supervisor or IT if it is no longer needed for your job or upon leaving employment with the county.

If there is an issue such as the device containing a virus or security vulnerability with a county-issued mobile phone or tablet, it can result in the wiping of the device or other interaction by IT.

Employees understand and agree to comply with the county's Mobile Device Usage Policy as outlined above. Misuse or failure to return assigned equipment when requested to do so, the department will be liable for the full replacement cost of the equipment. The employee understands that failure to comply



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with this policy may lead to loss of mobile device privileges or disciplinary action up to and including termination of employment.

VI. FOIA and Public Record

County-owned mobile devices are property of Bedford County and must be treated, used and safeguarded as such. The County’s FOIA Policy references the Virginia Freedom of Information Act (FOIA), located in the Code of Virginia, Sections 2.2-3700 to 2.2-3714, which

“...guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. A public record is any writing or recording—regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format—that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific statutory exemption applies.”

FOIA stipulates everything that is received or transmitted via any telecommunications service or device, including your personal cell phone if used for County business, may be subject to FOIA, if the data is able to be retrieved. Examples of such data include the following but are not limited to: text messages, pictures, contacts, address book, emails, voice mails, blogs, websites visited, etc.

The improper destruction of public documents is subject to criminal prosecution, which includes the deletion of texts or emails that are considered public records.

See the County’s FOIA Policy at <https://www.bedfordcountyva.gov/about-bedford/welcome-to-bedford/freedom-of-information> for additional details.

VII. Employee Acknowledgement

I have read, understand, and agree to comply with the county’s Mobile Device Usage Policy as outlined above.

If I misuse or fail to return assigned equipment when requested to do so, I will be liable for the full replacement cost of the equipment. I understand that failure to comply with this policy may lead to loss of mobile device privileges or disciplinary action up to and including termination of my employment.

Employee Print Name: _____ Date: _____

Signature: _____



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A handwritten signature in blue ink, appearing to read "Keltie Hines".

County Administrator