

PROCEDURE

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

Title: Cellular telephone usage

I. PURPOSE:

Provide the Florida Clerks of Court Operations Corporation (CCOC) an official use policy for the use of cellular telephones. This policy will provide internal control over cellular telephone usage and expenditures provide authorized users of cellular telephones with the responsibilities and guidelines for purchase and use of the equipment and direct the CCOC Executive Director or chosen designee on prompt corrective action where unauthorized use has been detected.

II. SCOPE:

This policy statement will cover all CCOC employees.

III. POLICY:

It is the policy of the CCOC that cellular telephones will only be issued when an immediate and frequent need for telephone communication is required for job duties and responsibilities. The authorization for purchase will be made by the CCOC Executive Director or his/her designee.

IV. PROCEDURES:

- A. Approval for purchase: The approval for the purchase of new or additional cellular telephones will be given by the CCOC Executive Director or his/her designee. No authorization will be given without full justification of need for job duties and responsibilities and the assurance that sufficient funds are present to purchase and maintain the cellular telephone.
- B. Purchase: All telephones will be purchased from a vendor that will provide reliable service as well as the ability to provide detailed billing of each telephone call made. Also, the vendor will have the capability to provide a detail service plan that lists the amount of monthly usage and states the additional charges for deviations from the standard plan. Further the employer will purchase an

- C. Use of Cellular Telephones: CCOC cellular telephones are not intended for personal use; however, if an employee does use the cellular phone for personal reasons, they must reimburse the CCOC for personal calls. Employees designated to use a CCOC cellular telephone should use caution when providing the phone number to others to avoid excessive incoming calls.
- D. Care of Cellular Phones: CCOC cellular telephones are an asset to the CCOC and should be carefully guarded. Each employee should take prudent steps to safeguard the physical care of the cellular telephone. If a phone is lost or stolen, the employee will immediately contact the service provider to have the number canceled and notify the Executive Director or his/her designee. Each employee is responsible for the cost of repair or replacement of the phone if they are at fault.
- E. Payment to Providers: An invoice detailing each call will be provided to the Executive Director and the monthly service and all business related calls will be paid by the CCOC. Personal calls will be charged to the employee at a rate of \$.06 a minute. The Executive Director or his/her designee will reconcile employee cellular telephone calls on a quarterly basis and employees with \$10.00 or more worth of personal calls will be required to reimburse the CCOC for such calls. Cellular telephone calls falling under the quarterly threshold of \$10.00 will not be required for reimbursement due to the administrative expenses involved with the reimbursement process. However, at such time during the year when an employee does reach the \$10.00 threshold they shall be required to reimburse the CCOC.
- F. Unauthorized Use: Failure to comply with the provisions of this policy will result in disciplinary action. Final compliance and disciplinary issues are at the sole discretion of the Executive Director or his/her designee.
- G. Discontinued Use: Cellular telephones assigned to employees terminating service with the CCOC will be physically returned to the Executive Director or his/her designee on or before the last day of employment.
- H. Review of Use: The CCOC's internal CPA shall review the monthly phone records and provide the results to the Executive Director and CCOC Treasurer at least once every three months. This review will assure that if any personal phone calls were made that the user would reimburse the Corporation as required in section E above.