



<b>Title:</b>	Cell Phone
<b>Number:</b>	703
<b>Effective:</b>	October 15, 2020
<b>Cancel:</b>	Resolution No. 2014-38
<b>Prepared by:</b>	Josh Jacobs, Systems Administrator
<b>Approved by:</b>	Authority Board Resolution No. 2020-29

## **POL-703 CELL PHONES**

This policy defines the provision and use of Mason Transit Authority’s (MTA) cell phones, as well as using personal cell phones for agency e-mail communications.

### **1. Determine Need for Agency Cell Phone**

Only the employee’s Manager/General Manager has the authority to authorize the provision of an agency cell phone. The Systems Administrator will then issue the agency cell phone.

### **2. Responsibility for Agency Cell Phones**


In receiving the agency cell phone, the employee acknowledges and accepts responsibility for the proper care and secure storage of the assigned equipment while it is in their possession. Failure to uphold these responsibilities may result in disciplinary action, including but not limited to reimbursement to MTA for damages/loss of equipment and/or termination.

### **3. Unauthorized Costs**

The employee receiving the agency cell phone is responsible for preventing the accidental or intentional incurrence of costs to MTA above the costs of maintaining the cell service. Any unauthorized costs incurred may result in disciplinary action, including but not limited to reimbursement to MTA for the unauthorized costs.

### **4. Cell Phone Monitoring**

MTA reserves the right to monitor the use of all MTA issued cell phone devices and services. Employees should not expect privacy in their use of MTA equipment and services. MTA will disable and remote wipe all data on the phone if lost or stolen. MTA reserves the right to GPS track agency phones.

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**5. Personal Use**

The employee may use the cell phone for personal activities, as long as they do not incur a cost for MTA. As MTA property, the agency cell phone falls under the Public Records Act (RCW 42.56). It is the responsibility of the employee to keep and maintain the data and information on the agency cell phone in accordance with RCW 40.14, Preservation and Destruction of Public Records.

**6. Agency E-mail on Personal Cell Phones**

MTA employees may use their personal cell phones to check agency e-mails and link their personal cell phones to the agency e-mail service. MTA employees choosing to link their agency email to their personal cell phone must agree to have a password, a pin or other security feature enabled to unlock their cell phone. If an employee opts to do so, they cannot accrue work time for checking their agency e-mail while not at work without written authorization by the employee’s manager. All activities done with MTA’s e-mail system are subject to the Public Records act (RCW 42.56). Employees using personal cell phones for agency business agree to make the phones available for search for public records act compliance or to allow MTA to comply with law, court order or other regulatory requirement.