

**Douglas County School District  
620 Wilcox Street, Castle Rock, Colorado 80104**

**DISTRICT-PROVIDED CELLULAR PHONE  
PROCEDURES**

**I. CELLULAR TELEPHONE POLICY**

The purpose of this procedure is to establish a Douglas County School District (DCSD) policy regarding the use, procurement and possession of cellular phones; to ensure the use of cellular phones for DCSD business is correctly authorized and monitored; and DCSD is correctly reimbursed for occasional, incidental or emergency personal use of DCSD cellular phones.

**II. DEPARTMENTAL APPROVAL**

It has been determined from a communication study that DCSD will provide cell phones for principals and assistant principals at each school site. Directors, assistant directors and members of the Emergency Operations Center (EOC) will also be provided with a cellular phone.

In the opinion of the building principal or site manager, a district cell phone will be supplied when sufficient needs exist:

- When an employee is away from an assigned workstation;
- Unavailable fixed phones or inadequate fixed phone service does not exist for extended periods of time while on District business;
- When rapid emergency contact or response is needed;
- Where other unique communication needs exist;

Final approval of such district cell phone request will be through the ITS Department. Contact Don Begin, Chief Information Officer, ITS.

Each principal/director shall develop and maintain a system for documenting request and approval for additional cellular phone users. Request forms for additional cell phones may be obtained through the ITS Department (Don Begin). Additional phones will be paid out of the school or department budget and must use the plan authorized by the District Cell Phone Committee. Each user must sign the Employee Cellular Phone Usage and Cancellation Agreement form.

**III. DCSD PREFERRED VENDOR**

The Purchasing Department has the central coordinating responsibility for all cellular phone transactions and will negotiate and authorize cellular phone suppliers. Contact the ITS Department when purchasing new phones, required cellular phone accessories, transferring or replacing cellular phones. Employees **are not** to contact a cell phone supplier directly or upgrade a district-owned phone.

#### **IV. PAYMENT FOR SERVICE**

Copies of district-owned cellular phone bills that exceed the number of minutes on the plan will be sent to the school/department secretary/bookkeeper for explanation of overage.

If an individual's monthly charge exceeds the plan allotment, personal calls need to be highlighted on the monthly statement and a check made payable to DCSD forwarded to Accounts Payable.

#### **V. CANCELLATION**

Failure to reimburse overages will result in cancellation of the users cellular phone agreement.

If it is determined that the cellular phone is no longer a business necessity, the agreement will be cancelled, or the service reassigned to another individual.

#### **VI. USE OF CELLULAR PHONES**

When using your district-owned cellular phone, follow these procedures:

- Employees shall use phones provided by DCSD for necessary, business-related purposes only.
- Every effort shall be made to limit the use of phones to business-related calls.
- Cellular phones are to be used only by the individual to whom it was issued.
- Employees shall be responsible for the safekeeping, care and custody of the cellular phone assigned to them.
- Phones that are no longer required because of termination of employment or change in job status shall be returned to the Purchasing Department so that service can be terminated.
- Individuals are encouraged to add a private line to the district-owned phone through the authorized service provider for personal use.
- Effective July 1, 2004, DCSD will no longer reimburse for work-related calls on personal cell phones.

#### **VII. DEPARTMENTAL RECORDS**

In addition to maintaining documentation for request and approval of cellular phone service, the following records should be kept on file:

A log of all cellular phone agreements including:

- User name
- Cell phone number & ID number
- Copies of all documents requesting and approving cell phone usage
- Signed Employee Cell Phone Usage and Cancellation Agreement Forms will be on file at one designated location.