



Careers Built Here

Policy No. 3001

Title of Policy: Cellular Telephone Assignment & Use Policy

Policy (check one) New **Revised** _____

Applies to (check all that apply):

Faculty _____ **Staff** _____ **All Personnel**

Branch/Department _____ **College** _____

Topic/Issue:

Assignment and use of College-issued cellular equipment, including telephones and hi-speed broadband computer cards (PC Cards)

Background to Issue/Rationale for Policy:

This policy will address the assignment and use of cellular technology at the College.

State/Federal Regulatory Requirements (cite electronic link, if applicable):

The Statewide Policies and Procedures for Cellular Telephones and Services can be found at the following: www.dbm.state.md.us.

Policy Language:

Cellular telephones are available to be used by College officers and employees for business purposes only, as determined by the president or her/his designee. In order to improve efficiency, provide ability to respond in emergencies, or enhance safety, employees who have a frequent and recurring need to communicate with others while away from their worksite or who must be accessible at all times may be assigned College cell phones. Assignment, use and management of College cellular phones and related equipment shall be governed by College policies and procedures, as well as the Maryland Department of Budget and Management Statewide Policies and Procedures for Cellular Telephone and Services.

Implementation Date: January 1, 2007

Approved by the Board of Trustees: December 14, 2006

Originator/Branch/Department: Office of the President: Computer & Information Technology Services