

CITY OF ROCHESTER ORGANIZATIONAL POLICY

MOBILE ELECTRONIC DEVICES

Purpose

Cellular telephones, personal digital assistants (PDAs) – such as the Blackberry, Windows Mobile Smartphone, Palm Treo and other small mobile electronic devices – enable fast communications, remote wireless network connectivity, fast data transfer and more productive, mobile employees. However, such devices create additional security concerns and have the potential to add significant operating expenses for the City. As such, the City maintains and enforces this policy to help it maximize security, manage costs, and protect devices from theft.

Use of such devices while driving a motor vehicle presents concerns for the safety and health of our employees and the general public. This policy is meant to provide guidance for the safe use of mobile electronic devices, and will supplement and not supplant the City's technology policy.

Scope

Every officer, manager, employee, temporary worker, authorized agent and volunteer is subject to the terms of the City's Mobile Electronic Device Policy and applies to all cell phones, PDA's, mobile data drives, MP3 players, etc.

This policy applies to all mobile electronic devices specified above (excluding City supplied two-way radios) in use while on City business or utilizing a City-owned or leased vehicle or equipment. Public Safety personnel are excluded while in the official course of their duties.

All employees are required to follow MN § 169.475, Use of Wireless Communications Devices, while performing their duties.

Acceptable Use

The City will provide cellular telephones and/or mobile devices complete with PDA features and/or monthly voice and data service for employees or will allow wireless synchronization to the City's mail server(s) when management deems it prudent to the productivity of the City to do so and the device is restricted to business use only (di miniumus personal use). Alternatively, the City may provide a monthly taxable stipend for the same purposes when an employee desires one device for both personal and business use. Employees may request these and other devices or connections that assist in their productivity under one or more of the arrangements listed below.

Authorization

All requests must provide written business justification for need, outline approximate costs and expectations of who would pay which costs. Written approval, including funding plan, must be provided by the employee's direct supervisor and signed off by their department head for all plans. The requesting manager must allocate funds from his/her department's operating budget to cover costs arising from the cellular telephone/PDA request. Any plan requiring City-paid voice and data service or any personal use stipend plan must also receive approval of the City Administrator.

All requests and approvals remain contingent upon the IS division's (Central City, Library, or RPU) ability to support and provide appropriate security for the device.

Restrictions

Employees are prohibited from installing unapproved and unauthorized software on City-provided cellular telephones and PDAs. Employees shall refrain from downloading additional software and services, including distinctive ring tones, games and other messaging services to City-provided cellular telephones and PDAs.

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No employee may connect, dock or otherwise synchronize any unapproved cellular telephone or PDA, whether owned personally by the employee or provided by the City, with any City computer, laptop, server, system or network, without the prior written consent of the Information Systems department manager.

Non-exempt employees must agree to utilize devices for work-related activity only during "work hours".

Security

Employees assigned City-provided cellular telephones and PDAs are responsible for the security of those devices. Employees are to keep the devices on their person when traveling or store in a secure place. Employees should avoid storing sensitive/private/confidential data on these devices, but if it must be stored then it must be done so securely. Automatic shut-off, password protection at device turn on, encrypted data files, etc. must be used whenever possible to protect data in the event of device theft or loss.

In the event a cellular telephone, smartphone, or PDA is lost, stolen or misplaced, with City data on the device the Information Systems department manager should be notified at the next available opportunity so that appropriate steps can be taken to remotely trigger the timely deletion of all sensitive data contained on the device.

The City will replace the first City-provided device that is lost or stolen when under an employee's care. Additional loss must be reviewed by department head and City Administrator for re-authorization.

Acknowledgement

All employees must sign an acknowledgement form outlining their responsibilities and understanding of this policy under any of the plans noted below.

Violations and Penalties

Any violation of this policy must be immediately reported to the employee's supervisor and the Information Systems department manager which may result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under local, state and federal laws.

Summary of Plan Types

The following outlines various plan types either in use or available upon approval. This listing is not all inclusive and will be amended from time to time as approved by the City Administrator as technology and retail markets evolve.

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City Provided Devices	Employee Provided Devices
<p>1. City-Provided Cell Phone</p> <ul style="list-style-type: none"> • City purchases device • City pays for voice service • Only de minimis personal use allowed 	<p>2. Employee-Provided Phone/PDA –wireless sync to email allowed</p> <ul style="list-style-type: none"> • Employee purchases device • Employee pays for voice and data services • Employee allowed to wirelessly sync to City email server(s) • City department funds one-time email connection license fee, if any • Employee has option to fund license fee if department rejects request. • Virus software must be maintained. • No USB syncing allowed • Non-exempt employees use limited to “work hours”
<p>3. City-Provided Phone / PDA w/ Data Service</p> <ul style="list-style-type: none"> • City purchases device • City pays monthly data and voice plan • Only di minimis personal use allowed • Software and virus protection controlled by City IS division • Requires Approval of City Administrator 	<p>4. City-Provided Check-Out Phone/PDA Devices</p> <ul style="list-style-type: none"> • City purchases device • Device maintained by IS division • Employee requests use of device with 48-hour notice for specific meeting or conference (not exceeding one week) • IS division syncs device to employee’s email box and provides training • Employee returns device at end of trip
<p>5. City-Provided PDA with no Data Service</p> <ul style="list-style-type: none"> • City purchases device • Voice or data wireless service, if any, funded completely by employee • Software and virus software controlled by City IS division • USB syncing to City computer / network allowed 	<p>6. Employee-Provided Devices–no data service</p> <ul style="list-style-type: none"> • No USB connection to City computers or network allowed. • Violators will have their computer ports locked down completely • Examples include: MP3 players, USB flash memory cards, iPods, etc.

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Updated policy approved by City Administrator:



Steve Rymer, City Administrator

Signed: June 19, 2020

Modified 12/20/10, 1/21/15, Revised on 11/25/19 and implemented in 6/20