

County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

23.0 Safety and Other

23.0.3

Title Communication Device

1. Policy Statement:

- 1.1. Council recognizes that communication devices are an integral and necessary tool in the provision of effective customer service for residents. Council also recognizes the need to provide a safe working environment to employees who work alone, and the necessary tools to perform their job in a safe manner.
- 1.2. This policy outlines the options supported by the County, guidelines for appropriate use, and other administrative issues relating to the acquisition and reimbursement.
- 1.3. This policy was created in order to enhance employee safety, limit corporate liability, and help manage telecommunication costs.

2. Responsibilities:

- 2.1. This policy applies to all employees and other persons who have or are responsible for any communication device issued by the County or conduct business on behalf of the County using any communication device. The County reserves the right to revoke communication device privileges at any time should it be deemed necessary to do so.
- 2.2. The County will consider the issuance of communication devices when the responsibilities of an employee require that:
 - 2.2.1. The employee be reachable immediately.
 - 2.2.2. The employee be 'on call' outside of normal business hours.
 - 2.2.3. The employee is not normally present at a fixed workstation.
 - 2.2.4. The employee is required to make frequent and/or prolonged travel away from the County office.
 - 2.2.5. The employee is required to work alone at a work site where assistance is not readily available in the event of an injury, illness or emergency (in compliance with Health and Safety Code Part 28, Section 393 (1)).
 - 2.2.6. The final decision on whether an employee will be issued a communication device rests with the Chief Administrative Officer.
 - 2.2.7. The County of Wetaskiwin will provide the appropriate communication device(s) based on the requirements of the employee position and job duties.

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
June 5, 2001	CG20210323.035 CG20220419.014	DM20210224.008 DM20220126.006	March 11 2021 March 22 2022	1 of 4

County of Wetaskiwin No. 10 Municipal Policy		
Department:	Policy No.	Title
23.0 Safety & Other	23.0.3	Communication Device

2.2.8. The County Information Services department will provide distribution, configuration and security measure of smart phones and related technology.

3. **Two-Way Radio System**

3.1. All County vehicles and equipment will be equipped with a two-way radio, as determined by the Shop Foreman.

4. **County Owned Communications Device**

4.1. The following positions have been identified for a choice of cellular telephone, or smart phone device:

- ◆ Chief Administrative Officer
- ◆ Assistant Chief Administrative Officer
- ◆ Communications Officer
- ◆ Director of Public Works
- ◆ Director of Agricultural Services
- ◆ Community Peace Officer(s)
- ◆ Director of Emergency Services
- ◆ Director of Assessment
- ◆ PW Manager of Operations
- ◆ Public Works Operations Foreman
- ◆ Road Maintenance Foreman
- ◆ Manager of Information Services
- ◆ Infrastructure Technologist
- ◆ Director of Planning & Economic Development
- ◆ Director of Leisure & Community Services
- ◆ Planning & Development Technologist
- ◆ Assistant Assessor
- ◆ Development Officer
- ◆ Bylaw Enforcement Officer(s)
- ◆ Special Projects Coordinator/Gravel Checker
- ◆ Fleet Services Foreman
- ◆ Utilities Foreman
- ◆ Utility Operator (s)
- ◆ Sustainable Agriculture Coordinator
- ◆ Agricultural Services Foreman
- ◆ Recreational Facilities Foreman

4.2. County owned cellular telephone or smart phone devices will be used to conduct business appropriately, responsibly, ethically and cost-effectively. The following must be observed:

- (a) County-owned cellular devices are the property of the County, and must be treated, used, and safeguarded as such. If an employee damages or loses a County-owned cellular device, the employee must notify their Supervisor and the Information Services Department immediately.
- (b) All costs associated with issued cellular devices will be allocated to the appropriate department.
- (c) Any service minutes and data that are 'included' in the monthly plan are the property of the County of Wetaskiwin.
- (d) Employees will be asked to reimburse the County for data overage and personal calls placed on the cellular device account.

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
June 5, 2001	CG20210323.035 CG20220419.014	DM20210224.008 DM20220126.006	March 11 2021 March 22 2022	2 of 4

County of Wetaskiwin No. 10 Municipal Policy		
Department:	Policy No.	Title
23.0 Safety & Other	23.0.3	Communication Device

4.3. **Employee Owned Cellular Telephone**

4.3.1. Employee-owned cellular devices are the appropriate communication device for the following employees who are not provided a County cellular device, and may receive a subsidy under this policy:

- Transfer Site Attendants
- Home Support staff who have 1 or more clients per month
- Weed Inspectors
- Beaver Trapper(s)
- Mower Operators
- Community Services Coordinator
- Ice Maintenance/Agriplex Staff
- Fire Guardians
- Roll Off Truck Driver(s)
- Employees as determined by the Chief Administrative Officer.

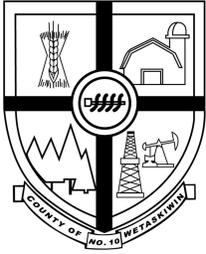
4.5.2 Employees may be eligible for a cellular device subsidy, based on the following conditions:

- (a) When a personal cellular device is used to contact the public the outgoing number must be set to private.
- (b) While on County business, the employee must have in his/her possession at all times an active cellular telephone.
- (c) The employee must provide their supervisor with the cellular telephone number. If the cellular telephone number changes, the employee shall advise his/her supervisor immediately of the new number.
- (d) The employee shall receive a subsidy of \$25.00 per month.

5. **Related Documents:**

5.1. Policy Directive (attached)

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
June 5, 2001	CG20210323.035 CG20220419.014	DM20210224.008 DM20220126.006	March 11 2021 March 22 2022	3 of 4



County of Wetaskiwin No. 10 Policy Directive

Title Communication Device

1. Two Way Radio System

- a. Community Peace Officers (with a base in Protective Services, and the ability to use the open channel)
- b. All other outside County staff (with a base in Public Works Wetaskiwin County Shop and Winfield Shop)
- c. Fire Chief (with access to both Fire frequencies and County frequencies)

2. County Owned Communication Device:

- a. County owned cellular telephone or smart phone devices will be used to conduct business appropriately, responsibly, ethically and cost-effectively. The following must be observed:
 - b. County-owned cellular devices are the property of the County, and must be treated, used, and safeguarded as such. If an employee damages or loses a County-owned cellular device, the employee must notify their Supervisor and the Information Services Department immediately.
 - c. All costs associated with issued cellular devices will be allocated to the appropriate department.
 - d. Any service minutes and data that are 'included' in the monthly plan are the property of the County of Wetaskiwin.
 - e. The employee will be asked to reimburse the County for data overage and personal calls placed on the cellular device account.

Created	Policy Reference	Department	Reviewed	Page
2020/03/11	23.0.3	ADM	2022/04/19	4 of 4