**KWORCC Policies for Counties**

**Cellular Phone Policy**

**Explanation:**

KWORCC Members often use cellular phones for county business. The use of cellular phones while driving is inherently dangerous. It is in the best interest of KWORCC Member Counties to provide a safe workplace and protect their employees from injury and loss while using cellular phones while at work.

**Therefore, KWORCC recommends that each Member adopt the following policy:**

It shall be the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County that any employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County is required to abide by the following policy:

This policy will use the phrase “cell phone” when referring to mobile phones and other devices of all kinds. The County recognizes the widespread use and dependence on cell phones whether for business or personal use.

County employees are restricted from using County or personal cell phones while at work performing county duties for personal calls and personal communication unless there is a personal or family emergency or other circumstance that requires immediate attention.

Any employee who drives either a county-supplied vehicle or a personal vehicle is prohibited from using a cell phone, either in hands on or hands-free mode, while driving. This prohibition includes any use and is not limited to phone calls. Cell phone use causes distractions and unsafe conditions. Research indicates that any cell phone use while driving creates a hazard equivalent to the danger of driving while intoxicated. Should a driver need to use a cell phone for any reason, the driver is required to stop the vehicle in a safe location prior to use of a cell phone.

When employees are engaged in business discussions, conferences and meetings, they must place all cell phones in vibrate mode to minimize any interruptions, avoid delay and help ensure the effectiveness of all such meetings. Cell phones may be used only in case of an emergency or urgent circumstance that requires immediate attention.