



<b>Title: Use of Electronic Communication Devices</b>	<b>Policy No.: A.08-01</b>
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<b>Legislation Reference:</b>	Jubilee Insurance Agencies Ltd.
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<b>Purpose:</b>	<ol style="list-style-type: none"> <li>1. To govern the employee’s use of County- issued or personal-owned electronic communication devices as determined beneficial and essential in carrying out employee job responsibilities.</li> <li>2. To enforce reasonable rules relating to electronic communication devices in the workplace.</li> </ol>
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**Policy Statement and Guidelines:**

**1. OBJECTIVES:**

- 1.1 Smoky Lake County recognizes that County-issued electronic communication devices shall be used to support the business requirements of the Municipality.
- 1.2 The Manager or designate is authorized to assign County-issued electronic communication devices to staff based on job requirements and/or County need and reserves the right to revoke employee user privilege for any reason.
- 1.3 County-issued and personal-owned electronic communication devices shall be used in compliance with all applicable federal, provincial and local laws and regulations, and in a cost-effective and ethical manner.
- 1.4 This policy governs an employee’s use of County-issued or personal-owned electronic communication devices during work hours on the job site and during other assigned duty times.

**2. DEFINITION:**

An “**Electronic Communication Device**: includes cellular and PCS telephones, camera telephones, Personal Digital Assistants (PDAs), Lap Tops, video broadcasting devices, pagers, palm pilots, faxes and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

**3. GUIDELINES:**

- 3.1 The County’s Safety Officer to the best of his or her ability, from time to time at the discretion of the County, to manage and ensure adequate risk control measures are implemented for the use of Electronic Communication Devices and shall oversee compliance issues relating to this policy.

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<b>Policy Statement and Guidelines:</b>	
3.2	Employees may carry and use personally owned electronic communication devices on Smoky Lake County property subject to rules and regulations promulgated by the County.
3.3	Electronic communication devices owned by the County or personal-owned electronic communication devices used to conduct County business <u>must be used in accordance with the following standards:</u>
3.3.1	County-issued electronic communication devices are valuable and should be handled with care. Loss, theft, or damage to a County-issued electronic communication device must be report immediately to the Manager or his designate.
3.3.2	County-issued electronic communication devices are to be used in an ethical and responsible manner. No employee is to use the electronic communication device for the purpose of illegal transaction, harassment, obscene or offensive behavior or other violations of County policies or federal, provincial or local laws.
3.3.2.1	Employees must refrain from subjecting others at work from video or audio capture, recording, or transmission of others' words or images without express prior notice and explicit consent for the capture, recording or transmission of such words and images.
3.3.3	Employees have no expectation of privacy in using County-issued electronic communication devices and must govern their use of the device judiciously.
3.3.4	Employees are required to leave County- issued devices turned on during business hours, whether in or out of the office, as required by his/her job requirements and as arranged by the Manager or his designate.
3.4	If the Manager or designate determines that the employee no longer needs the electronic communication device to perform the employee's job responsibilities, any fees or charges associated with cancellation of the current service contract shall be the responsibility of the County.

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#### Policy Statement and Guidelines:

3.5 Risk Control measures for the use of Electronic Communication Devices are hereby created to ensure:

3.5.1 To not distract or disrupt the employee and others in the work setting.

3.5.2 That devices do not lead to disruptions in the business process.

3.5.3 That Driver inattention is not a factor for motor vehicle accidents.

#### 4. WHILE DRIVING COUNTY VEHICLES:

**As a driver, an employee's first responsibility is to pay attention to the road.**

**When driving on County business, the following shall apply:**

4.1 All employees must **NOT** use hand held electronic communication devices to place or receive calls while operating a vehicle on County business.

4.1.1 Voicemail must be used to handle calls and calls can thus be returned when safe.

4.1.2 Employees must pull off the road to a safe location and stop the vehicle before using a hand held electronic device.

4.1.3 Employees are responsible to check messages regularly as directed by the manager or designate to conduct County business.

4.1.4 The use of hands-free options are allowable.

4.1.5 The use of a two-way radio communication device is allowable within the scope of an individuals employment.

4.2 Employees with Emergency Vehicles that conduct County business relating to the Fire Protective Services and in emergency situations that require prompt communication to ensure health and safety are permitted to use Electronic Communication Devices while operating a vehicle.

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<b>Policy Statement and Guidelines:</b>	
<b>5. PROCEDURES:</b>	
5.1	All employees requiring the use of County-issued or personal-owned Electronic Communication Devices to conduct County business shall read and sign <b><i>Schedule "A": Acknowledge the Use of Electronic Communication Devices.</i></b>
<p><b>Employees who violate the rules and regulations within this policy as promulgated by Smoky Lake County may be subject to disciplinary action.</b></p>	

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>August 25, 2011</b>	<b># 722-11 - Page # 9794</b>
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		



SCHEDULE "A"

ACKNOWLEDGE THE USE OF ELECTRONIC COMMUNICATION DEVICES

TO: All drivers of Smoky Lake County

Policy 14-A.08: Use of Electronic Communication Devices has been established to promote the safe operation of County business vehicles and applies to:

- Vehicles owned, leased or rented to Smoky Lake County.
■ Personally owned vehicles driven by employees on behalf of Smoky Lake County.

ALL DRIVERS MUST ADHERE TO SMOKY LAKE COUNTY SAFETY POLICIES INCLUDING POLICY 14-A.08.

- [x] First Offenders will receive a warning from their Supervisor or the Safety Officer under Policy 15-01: Discipline Policy.
[x] Subsequent transgressions of this policy will be grounds for Disciplinary Action, in accordance with Policy 15-01: Discipline Policy.

Employee Declaration

I, \_\_\_\_\_, have read and understand the requirements on the
Print Name
Use of Electronic Communication Devices Policy. I agree to adhere to the rules outlined therein.
Employee Signature Date