

**Policy Title** Mobile Device Policy

**Department** Information Services

**Chapter** 5

**Section** 4

**Policy** 1

**Effective Date** Friday, February 1, 2013

<https://ramseynet.us/content/telephone-use-and-long-distance-calls-policy>

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## POLICY STATEMENT

Mobile devices that meet county standards and are approved by department directors or their designee can connect to county resources. County personnel will follow all requirements, including but not limited to policies, procedures and standards, related to the approval, acquisition, use and security of mobile devices connected to county resources.

## APPLICABILITY

This policy is applicable to all covered individuals and to any others, paid or unpaid, who do work on behalf of the county. It covers both county-owned and employee-owned mobile devices approved for use in conducting county business. Failure to comply with policy terms may, at the discretion of the employee's department, result in the suspension of use and connectivity privileges. It may also result in disciplinary action, in consultation with Human Resources, up to and including termination of employment.

## GENERAL INFORMATION

It is the responsibility of Ramsey County employees and elected officials to ensure that county data and resources are protected. The county is also accountable to the taxpayer for the cost-effective and efficient use of county resources. Use of mobile devices provides opportunities for efficiencies in our work, but it also brings increased risk. The Department of Information Services (IS) maintains a list of standards and minimum security requirements for mobile devices connected to county resources (see Mobile Device Security and Use Standards and Mobile Device Specifications). IS will update these requirements as needed to address security needs or changes in technology.

## AUTHORITY

This policy and the procedures herein were prepared under the authority of the County Manager, as delegated to the Chief Information Officer.

## DEFINITIONS

The following definitions are located in the [Information Services Data Dictionary](#):

- Mobile Device
- Mobile Device Service Plan Allowance
- County-owned Mobile Device
- Employee-owned Mobile Device

## RESPONSIBILITIES

### Department Directors or their designee

1. Determine a business need for approval of county-owned or employee-owned mobile device. Departments will determine whether an allowance will be authorized for an employee-owned mobile device.
2. Annually review approved devices and allowances and determine continuation.

### Users

1. Comply with data practices policy with regard to securely transmitting sensitive data, reporting lost or stolen equipment, and county data ownership.
2. Comply with personnel policies and rules related to work hours (Non-exempt employees).
3. Use devices in a safe manner and comply with applicable policies and laws regarding safe use.
4. Adhere to the Acceptable Use of Information Technology Resources Policy and abide by all security requirements and other applicable policies and policy requirements (see Mobile Device Security & Use Standards).
5. Comply with applicable county policies and procedures related to allowance and reimbursement charges for mobile devices (see Mobile Device Allowance and Reimbursement Procedures and Rates).
6. Sign the Mobile Device User Agreement acknowledging agreement to and understanding of policy requirements.

### Ramsey County

1. Is not liable for damages caused by inappropriate use of mobile devices.
2. Reserves the right to refuse, by physical or non-physical means, the ability to connect to county resources.

## PROCEDURES

1. Follow the steps for authorizing, securing and activating a device as outlined in the Mobile Device Acquisition & Activation Procedures.
2. Departments conduct annual review of use and make adjustments as determined necessary.
3. Departments follow county and department-specific procedures for disposing of county-owned equipment that is no longer needed.

## LINKS AND RESOURCES

### Policy standards and procedures

- > [Mobile Device Acquisition & Activation Procedures](#)
- > [Mobile Device Allowance/Reimbursement Procedures and Rates](#)
- > [Mobile Device Security & Use Standards](#)
- > [Mobile Device Specifications](#)

### Forms

[Mobile Device User Agreement](#) (Word)

### Other

[Ramsey County Data Privacy Policies](#)

## CONTACTS / SUBJECT MATTER EXPERTS

[Ramsey County Chief Information Security Officer](#)

## REVISION HISTORY

Date	Brief description of change
January 20, 2015	Reformatted to new policy template

## APPROVAL

Johanna M. Berg  
 Chief Information Officer  
 January 20, 2015

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[Mobile Device Acquisition & Activation Procedures](#)

[Mobile Device Security & Use Standards](#)

[Mobile Device Specifications](#)