	<b>Maryland Institute for Emergency Medical Services Systems</b>		
	<b><i>Policy: Cellular Device Policy</i></b>		
	<b><i>Originator: Administration</i></b>		
	Policy Number	Effective Date	Revision Date
	132.01	November 7, 2106	n/a

**Purpose:** This policy establishes the requirements for MIEMSS employees to obtain and use cellular devices and related services from MIEMSS.

## 1. Policy

- a. MIEMSS employees who have a demonstrated need for cellular communications in connection with their State duties may qualify for an agency cellular device (“cellular device”) as provided in this policy. Those employees who do qualify for such devices shall sign the MIEMSS Cellular Device Accountability Acceptance and Policy Acknowledgement which is Appendix B and shall comply with the provisions of use set forth in this policy.

## 2. Scope


- a. This policy covers cell phones, air cards, associated accessories and related services which include service plans, push-to-talk, and global positioning systems requiring monthly fees. This policy does not apply to devices and plans owned by employees.

## 3. Eligibility


- a. Full time, part time, and contract MIEMSS employees who need a State owned cellular device for State duties may apply to their immediate supervisors for a device using the form attached as Appendix A. Factors to be considered in determining need include the type of device requested and whether:
  - i. Employee’s job requires field work or travel where landline phones are inaccessible or inefficient;
  - ii. Employee’s job requires immediate or on-call availability;
  - iii. Employee needs a cellular device for work-related safety, security, or other emergency reasons;
  - iv. Employee’s job requires real-time communication, including email; or
  - v. Other requirements as defined and documented by agency (and as agreed to by supervisor and employee).
- b. If the supervisor approves the application, the employee shall forward it to the MIEMSS Chief Administrative Officer who shall have final authority to approve or disapprove the application.

## 4. Requirements for Use of State Owned Mobile Communication Devices.

- a. Employees shall reimburse the State for excessive usage fees which shall be monitored by the MIEMSS Chief Administrative Officer.
  - i. Work related usage resulting in overage charges shall not reset in reimbursement requirements.

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- b. Employees shall return the cellular device to the agency telecommunications coordinator upon termination of employment with MIEMSS.
- c. Employees shall notify their immediate supervisor and the Information Security Officer if the cellular device is lost, stolen or damaged. Employees may be responsible for reimbursing the State for a cellular device which is lost, stolen or damaged as a result of the Employee’s negligence or intentional acts as determined by the MIEMSS Chief Administrative Officer.
- d. Employees shall familiarize themselves with the “lost phone” or “find my phone” capabilities of the device and remote de-activation features. Upon the discovery of loss or theft the employee should initiate the find my phone features, this will allow for:
  - i. Tracking of the lost phone.
  - ii. Locking of the device (Activation Lock) and supplying contact information.
  - iii. Remote erase if deemed applicable
- e. Use of cellular devices shall be in compliance with applicable laws, regulations, and executive orders including:
  - i. A driver of a motor vehicle that is in motion may not use the driver's hands to use a handheld telephone other than to initiate or terminate a wireless telephone call or to turn on or turn off the handheld telephone, except in cases of emergency. The policy does not apply to law enforcement officers or operators of authorized emergency vehicles. Md. Code Ann., Transp. § 21-1124.2.
  - ii. A person may not use a text messaging device to write or send a text message while operating a motor vehicle in motion or in the travel portion of a roadway. The statute does not apply to the use of a text messaging device to contact a 9-1-1 system or the use of a global positioning device. Md. Code Ann., Transp. § 21-1124.1
- f. Cellular devices shall be kept secure at all times.
- g. Cellular devices shall be protected where possible by a password of at least 8 characters which is consistent with the MIEMSS password policy. Use of biometrics (i.e. finger print) in combination with an 8 characters password is acceptable.
- h. Amber Alerts shall be activated on text enabled cellular devices.
- i. Service plans and cellular device usage shall be monitored by the MIEMSS Financial Officer for cost effectiveness to include:
  - i. Ensuring that the most economical service plans are used; and
  - ii. Recovering devices from employees who no longer need them
- j. Certain calls shall be limited to essential use only including:
  - i. Operator assisted calls; and

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- ii. Directory assistance (411).
- k. Cellular device usage is permitted in the event of emergencies. Dial 9-1-1 or other local emergency numbers in case of fire, traffic accident or medical emergencies.
- l. Employees shall use safe practices while driving including:
  - i. Using a hands free attachment or placing the phone on speaker;
  - ii. Whenever practical, pulling over and parking to make or answer a call;
  - iii. Limiting call time and making calls only when you stop or before pulling into traffic;
  - iv. Telling the person with whom you are speaking that you are driving;
  - v. Assessing traffic and weather conditions, only making or answering calls when conditions are safe; and
  - vi. Suspending calls in heavy traffic or harsh weather

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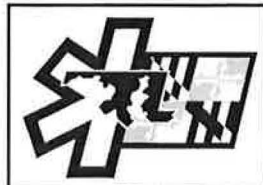
Policy approved by MIEMSS:

Signature: Patricia Gainer  
 Patricia Gainer, JD, MPA  
 Acting Co-Executive Director

Date: 11-1-16

Signature: Richard L. Alcorta MD  
 Richard L. Alcorta, MD, FACEP  
 Acting Co-Executive Director

Date: 11/02/16



**Maryland Institute for Emergency Medical Services Systems**

**Cellular Device Policy - Appendix A**

Policy Number: 132.01

Effective Date: October xx, 2016

**MIEMSS Cellular Device Request Form**

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Type of Device Requested: \_\_\_\_\_

**Reason for requesting device:**

The issuance of a state-owned cellular device must be based on one or more of the following job requirements:

- Employee's job requires field work or travel where landline phones are inaccessible or inefficient;
- Employee's job requires immediate or on-call availability;
- Employee needs a cellular device for work-related safety, security, or other emergency reasons;
- Employee's job requires real-time communication, including email; or
- Other requirements as defined and documented by agency (and as agreed to by supervisor and employee):

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Before approving the cellular device request the supervisor shall ensure the employee has read and understands the MIEMSS Cellular Device Policy. This form shall be re-acknowledged on an annual basis.

I concur/do not concur [**select one**] with the employee's need for a cellular device.  
(If denied, reason for denial).

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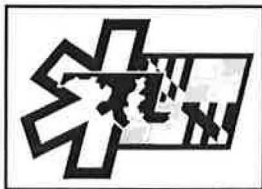
\_\_\_\_\_  
Employee's Immediate Supervisor

\_\_\_\_\_  
Date Signed

**Approved/Disapproved Signature**

\_\_\_\_\_  
MIEMSS Chief Administration Officer

\_\_\_\_\_  
Date Signed



Maryland Institute for Emergency Medical Services Systems

Cellular Device Policy - Appendix B

Policy Number: 132.01

Effective Date: October xx, 2016

MIEMSS Cellular Device Accountability Acceptance and Policy Acknowledgement

Responsibility

As the user of MIEMSS cellular equipment identified below, the MIEMSS employee signing this statement acknowledges the responsibility to be careful with its use and to keep it secure at all times, guarding against loss or theft. All cellular equipment remains the property of MIEMSS and must be returned to MIEMSS.

Accountability

- 1. MIEMSS cellular equipment must not be altered or changed, including software and hardware changes, without specific written authorization from the MIEMSS Telecommunications Coordinator.
2. The employee must report damaged, lost or stolen cellular equipment to the employee's direct supervisor as soon as practical, but no later than the next business day.
3. If MIEMSS cellular equipment is stolen, the employee must initiate a police report before the equipment can be replaced.
4. If cellular equipment is apparently negligently or intentionally mishandled and damaged, or the cellular equipment is lost, MIEMSS may determine that the employee is responsible for paying the comparable equipment replacement cost.
5. Comparable equipment replacement cost will be based on the cost to MIEMSS to replace the cellular equipment using the then current hardware standards of MIEMSS, not to exceed the original cost of the equipment.
6. At termination of employment, MIEMSS cellular equipment must be returned to MIEMSS in good working order or else be considered lost or damaged, wherein the employee may be held responsible for paying the comparable equipment replacement cost.

Acceptance

By my signature below, I acknowledge receipt of the following MIEMSS cellular equipment in good working condition. Additionally, my signature below indicates that I have read and understand the MIEMSS Cellular Device Policy and agree to the conditions of that policy.

Printed Name of Employee

Office Location

Position/Title

Cellular Service Plan

Cell Phone #:

Manufacturer Name/Model:

Serial # (ESN):

Vendor:

Inventory #:

Account #:

Employee's Signature Date

Employee's Supervisor Name

Cellular Equipment Return Receipt

\*\*\*\*\*

MIEMSS Telecommunications Coordinator Signature

Date Equipment Returned

A SIGNED COPY OF THIS FORM SHALL BE GIVEN TO THE EMPLOYEE WHEN CELL PHONE EQUIPMENT IS RETURNED