

Cell Phone - Sign Out Policy

Purpose:

The purpose of this policy is to ensure that Town-issued mobile devices are used safely, securely, and efficiently to conduct municipal business, and to maintain proper accountability for shared devices through a mandatory sign-out process.

Scope:

This policy applies to all employees and officials authorized to use Town-issued cell phones.

Authorized Use:

Town-issued devices are for business use only.

- Limited personal use is permitted only in emergencies or for essential, brief, and non-disruptive purposes.
- Employees must maintain confidentiality when discussing Town business on mobile devices.

Departmental Phone Sign-Out Procedure:

(Town Clerk, Town Secretary, Town Treasurer, Public Works, Transfer Station, CEO, EMA, and Board of Select-Persons); **Sign-Out:** Before taking a device, the employee must log their name, date, time, and destination/purpose in the [Cellular Phone Sign-In/Sign-Out Sheet--Attached].

- **Inspection:** The employee must inspect the phone for damage upon pickup.
- **Return:** The phone must be returned promptly at the end of the shift or duty.
- **Check-In:** The employee must log the return time and report any issues (e.g., battery drain, damage, lost accessories).

Employee Responsibilities:

- **Security:** Devices must be secured when not in use. Do not leave devices unattended in public areas.
- **Care:** Employees are responsible for the physical care of the device.
- **Loss/Damage:** Lost or damaged devices must be reported to Board of Select-Persons immediately.
- **Driving Safety:** Use of handheld devices while driving is strictly prohibited unless using a hands-free device, in compliance with Maine State law.

Prohibited Activities:

- Using Town devices for illegal activities.
- Downloading unauthorized applications or software.
- Taking photos/videos of confidential or secure information.
- Sharing, selling, or lending a Town-issued device to unauthorized personnel.

Policy Compliance:

Failure to comply with this policy, including failure to properly sign out/in devices, may result in disciplinary action up to and including termination.

Town Cellular Phone Policy:

See Town of Andover Cell Phone Policy for more information.

Brian Mills
Brian Mills, Chair

Date 2.17.26

Justin Thacker
Justin Thacker

Date 2/17/26

Frederick Detheridge
Frederick Detheridge

Date 2/17/26