

Bloomfield Township Employee Mobile Phone Usage Policy



This policy outlines the expectations, responsibilities, and rules for the use of cell phones issued by Bloomfield Township. By using a Township-issued cell phone, employees agree to adhere to this policy.

1. Purpose and Scope

- Township-issued cell phones are provided to employees to facilitate work-related communication and access to resources while offsite or in the field.
- Use of the cell phone for non-work-related purposes is permitted on a limited basis, as long as it does not interfere with job responsibilities or violate any terms of this policy.

2. Personal Use and Data Responsibility

- Bloomfield Township assumes no responsibility for the security, backup, or recovery of personal data stored on Township-issued cell phones. This includes but is not limited to personal photos, text messages, contacts, and purchased applications.
- It is the employee's responsibility to manage and back up personal data if desired. The Township will not compensate for any loss of personal data due to repair, replacement, or technical issues with the device.
- If an employee travels internationally, the employee must contact the Information Technology Department to add an international plan to the cell phone service. Employees must contact the Information Technology Department to remove the plan upon their return.

3. Lost or Stolen Devices

- If a Township-issued cell phone is lost or stolen, employees are required to report the incident within **one (1) hour** of becoming aware of the loss.
- Reports should be made to the employee's direct supervisor and the Information Technology Department so that security measures can be initiated promptly to prevent unauthorized access to Township data.
- Failure to report a lost or stolen device within the specified timeframe may result in disciplinary action.

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4. Device Security and Usage

- Employees are expected to keep Township-issued cell phones secure and follow all Information Technology Department guidelines for password protection, device locking, and data security.
- Employees should not install unauthorized applications or software on Township-issued devices that could compromise the device's security or functionality.

5. Return of Devices

- Upon termination of employment or at the request of Bloomfield Township, employees must return the Township-issued cell phone, including any accessories, in good condition.
- Township-issued devices will be wiped of all data, including personal information, upon return to ensure security and privacy.

6. Compliance

- All employees must acknowledge receipt and understanding of this policy. Violations of this policy may lead to disciplinary action, up to and including termination.

By following this policy, employees contribute to the secure and effective use of Bloomfield Township-issued devices while minimizing risks to the Township and themselves.

Print name: _____

Sign: _____

Date: _____

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7. Revision Summary

Date of change	Responsible	Summary of change
11/14/2024	William Babinchak	Document creation
11/19/2024	William Babinchak	Added international travel responsibilities
12/9/2024	William Babinchak	Changed from draft to final version