

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Columbus Public Health Mobile Device Policy Terms
SCOPE:	All staff assigned CPH mobile equipment in order to complete assigned job duties
CONTACT PERSON & DIVISION:	Danielle Ohms, PH Administrator, Support Services Josh Watters, Health IT, Support Services
ORIGINAL DATE ADOPTED:	10/14/21
LATEST EFFECTIVE DATE:	11/15/2021
REVIEW/REVISION DATE(S):	10/14/21
REVIEW FREQUENCY:	Every 5 years
TOTAL # OF PAGES:	3
BOH APPROVAL DATE:	N/A
REFERENCE NUMBER:	N/A

PURPOSE

To address the responsibilities of all Columbus Public Health Department (CPH) employees who are issued a laptop, tablet p.c., iPad, cell phone, and/or other mobile device and accessories, in order to complete assigned job duties. To also address acceptable use terms and disciplinary actions due to negligence.

POLICY

All staff distributed mobile devices and accessories that belong to Columbus Public Health will abide by the terms of this policy regarding acceptable use terms and disciplinary actions due to negligence.

BACKGROUND

This policy applies to CPH employees who are issued mobile devices to complete assigned job duties. Employees are responsible for the proper usage of the device as well as proper safe handling.

GLOSSARY OF TERMS

Mobile Device: Laptop, tablet p.c., Ipad, cell phone, and associated accessories (i.e. charger)

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. Each employee provided a mobile device is responsible for the proper use and physical security of the mobile device. All mobile devices acquired for, or on behalf of, CPH are deemed to be CPH property.
- II. All employees must take the following actions to ensure the physical security of CPH mobile device:
 - A. When not in use, the mobile device must be locked with a password and caution taken when entering any company passwords on the device.
 - B. Store the mobile device in a locked cabinet or desk when not in use.
 - C. Do not leave mobile device in your vehicle. If it is necessary to leave the mobile device in your vehicle, the mobile device must be locked in the trunk of the vehicle or in a location that keeps the mobile device out of plain sight. Do not leave your mobile device in a vehicle overnight.
 - D. When using the mobile device in public areas, do not leave the device unattended for any length of time.
 - E. Do not attempt to alter the device in any way. Examples include: Changing the battery/fixing the screen, etc.

III. During travel for Columbus Public Health:

- A. Do not pack your mobile device in checked luggage.
- B. Attach a name or business card to your mobile device to easily identify during security checks or if lost.
- C. Store the mobile device in a hotel room safe or locked suitcase when you are not in the room.

IV. If a mobile device is lost/stolen/broken:

- A. Employee is responsible for notifying the Health IT Coordinator immediately, and by completing the Health IT consult form <https://it.cphsystems.org/form-technology-consultation-purchasing-request/> (Reference Form A)
- B. If the mobile device is stolen, employee is responsible for filling out a police report and a CPH Incident report (Reference Form B). Both of these forms will be turned in to your immediate supervisor who will turn them into CPH Safety Office.
- C. Disciplinary actions due to negligence (examples of negligence include, but not limited to: leaving your mobile device in plain sight in your vehicle; breaking the screen by placing something heavy on top; leaving your mobile device in a public place; spilling liquid on your mobile device):

1. If employee does not follow the above procedures and a mobile device is lost/stolen/broken due to negligence of the employee, employee will pay the following for the mobile device:

Negligence Fees for mobile devices

Laptop	:	\$250.00
Tablet p.c	:	\$250.00
Ipad	:	\$200.00
Cell Phone	:	\$ 50.00
Charger	:	\$ 30.00

2. Employee is responsible for paying above fee. Fee must be paid when Health IT is notified of negligence/damage/theft by employee. Payments can be turned into the Health Cashier Office. Another mobile device will not be issued to employee until fee has been paid. If employee does not pay fee, employee will be subject to additional disciplinary action.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

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APPENDICES

N/A

REFERENCE FORMS

Reference Form A: Health IT Consult Form <https://it.cphsystems.org/form-technology-consultation-purchasing-request/>

Reference Form B: Columbus Public Health Incident Report Form <http://cbus/sites/health/employee-safety/Shared%20Documents/CPH%20Incident%20Report%202019.pdf>

SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



Myshaka W. Roberts, MD, MPH
Health Commissioner

10 / 25 / 2021

Date



Tiffany Krauss
Assistant Health Commissioner/Chief Nursing Officer

11 / 1 / 2021

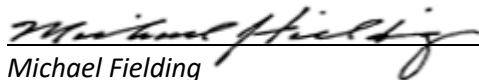
Date



Anita Clark
Assistant Health Commissioner/Chief Operations Officer

10 / 25 / 2021

Date



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10 / 25 / 2021

Date