

DRAFT

EIGHTH JUDICIAL DISTRICT COURT ADMINISTRATIVE DIRECTIVE

CHARLES J. SHORT
Court Administrator

DISTRICT COURT POLICY NO: XIII

RICK R. LOOP
Assistant Court Administrator, Civil/Criminal

EFFECTIVE DATE: December 1, 2003

BRIAN GILMORE
Assistant Court Administrator, Family

SUBJECT: **CELLULAR TELEPHONE USAGE**

I. PURPOSE

To establish guidelines governing appropriate use and departmental compliance for Court issued cellular telephones by all Court employees.

II. AFFECTED EMPLOYEES

This policy applies to all employees of the Eighth Judicial District Court who are issued a cellular telephone for business purposes relating to their daily duties and responsibilities.

III. PROCEDURES

As stated in the Clark County Merit Personnel System Manual (Article IX - Ethical Standards, Section F) and Administrative Guideline No: 16, Use of County Property, Equipment, Supplies, Services and Information, personal use of any County property is restricted to emergencies and/or special circumstances. Employees are required to exercise sound prudence when electing to utilize a County/Court issued cellular phone for non-business purposes.

A. ISSUANCE OF CELLULAR TELEPHONES

1. Cellular phones should only be issued to employees with a clear business necessity and not for their convenience.
2. Employees issued cell phones shall receive authorization in writing with a brief business justification.

B. INDICATIONS

1. Employee has a field assignment with no fixed work location or is regularly away from the office for a significant amount of time.
2. Employee needs to be available to superiors and/or subordinates for immediate access and is regularly away from the office for a significant amount of time.
3. Employee is required to have immediate communications with customers, suppliers, or base office, and is regularly away from the office for a significant amount of time.

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C. UTILIZATION OF CELLULAR TELEPHONES

1. Excessive personal use or consistent underutilization of phone service (business) may result in a request to relinquish cellular phone privileges.

D. REIMBURSEMENTS

1. All reimbursements for personal phone use shall be remitted to the Court Fiscal Services Manager **within thirty (30) days of receipt of phone bill.**

E. ACKNOWLEDGMENTS

1. All Court employees assigned cellular phones acknowledge and understand the provisions, personal obligations, and responsibilities with respect to the District Court Cellular Telephone Usage policy by accepting receipt of said telephone.
2. All Court employees issued cell phones are responsible for returning all phones and associated equipment in reasonable condition upon demand to Court Administration.
3. Any unauthorized use of Court issued cellular phones that may serve to compromise the integrity, dignity, or respect of the Court and its business in any way, may be grounds for cessation of phone privileges and/or remedial disciplinary action.
4. Cellular Telephone privileges may be revoked or suspended without notice by order of the Chief Judge, Court Administrator, or designee.

Please direct all inquiries to your immediate supervisor or to Court Administration.

MICHAEL DOUGLAS, CHIEF JUDGE

CLARK COUNTY DISTRICT COURT POLICIES & PROCEDURES

POLICIES

- I. Acting Pay Policy
- II. Internet / E-mail Policy
- III. Certification Pay Policy
- IV. Disclosure of Confidential Information Policy
- V. Bailiff Uniform Policy
- VI. Overtime Policy (travel/training)
- VII. Temp Secretary Policy
- VIII. Security Technology - Clark County
- IX. Use of County Equipment - Clark County
- X. Attendance and Punctuality Policy
- XI. Customer Service Policy
- XII. Membership Dues Policy

PROCEDURES / GUIDELINES

- Dress Code
- Merit Review
- Post Certification Requirements

DISTRICT COURT INTERLOCAL AGREEMENT

- Rule of the Court - (Personnel Rules)

DISTRICT COURT
CLARK COUNTY, NEVADA

_____)
In the Matter of)
)
The Establishment of a Cellular Phone)
Usage Policy for the Eighth Judicial District) ADMINISTRATIVE
Court) ORDER NO. 03-2
_____)

WHEREAS the Eighth Judicial District Court desires to establish a cellular telephone usage policy governing appropriate use and compliance for Court issued cellular telephones applicable to all District Court employees.

NOW, THEREFORE, it is ORDERED that effective December 1, 2003 the Eighth Judicial District Court establishes a new cellular usage policy as follows:

DATED this 1st day of December, 2003.

Michael Douglas, Chief District Judge