

# HAMILTON COUNTY

## MOBILE COMMUNICATION DEVICE USAGE AGREEMENT

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Instructions: This form must be executed for all employees issued a mobile communication device. Executed forms are maintained in the user office. Blank forms are available in the Human Resources Department.

➤ **Cellular Telephone Number:** \_\_\_\_\_ **Inventory I.D. Number:** \_\_\_\_\_

is being issued to \_\_\_\_\_ on \_\_\_\_\_  
Employee Date

by \_\_\_\_\_ of \_\_\_\_\_  
Supervisor Department/Office

- The employee is responsible for the mobile communication device issued, including proper maintenance, security, and usage while in employee's possession.
- The employee shall make reasonable efforts to minimize usage of the mobile communication device that incurs additional charges over and above the normal billing rates.
- The loss of any device shall be reported to the employee's supervisor immediately. If theft is suspected, the police also shall be notified immediately.
- Employees shall exercise extreme caution when driving and talking on a cellular telephone. In addition, in compliance with State law, employees are prohibited from texting while driving.
- When an employee no longer has a demonstrated need for this device, or terminates employment with any County Department, that employee shall return the device issued by that Department to that Department.

**I have read the above guidelines, understand them, and will use this equipment in a manner consistent with the Hamilton County Personnel Policy Manual Section 6.7.**

\_\_\_\_\_  
**Employee Name (please print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Cellular Telephone Return Date: \_\_\_\_\_

Received by: \_\_\_\_\_