



## **VERNON PARISH POLICE JURY**

### **COMMUNICATION DEVICE POLICY**

#### **POLICY**

This policy describes the Vernon Parish Police Jury's guidelines with regard to the use of company owned communication devices such as land-line telephones, cellular telephones, tablet devices, laptop computers, radios, beepers, pagers, etc.

#### **APPLICABILITY**

This policy applies to all employees and individuals authorized to use parish owned communication devices.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

#### **PRIVACY**

The Vernon Parish Police Jury respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Vernon Parish Police Jury provided property or equipment. The Vernon Parish Police Jury has the right, but not the duty, to monitor any and all use of company owned communication devices, property, and equipment. You should be aware that the following guidelines may affect your privacy in the workplace.

#### **REQUIREMENTS & PROHIBITIONS**

1. The provision of communication devices to employees is provided as a business tool, to be used for business related purposes.
2. Each employee is responsible for the security and use of communication devices, property, and equipment assigned to him or her.
3. Each employee in possession of company owned communication devices, property, or equipment is required to take appropriate precautions to prevent theft and vandalism of the equipment.
4. If a device that is issued to you is lost, stolen, or damaged you must immediately report the loss, theft, or damage to your supervisor.
5. Employees may not use these devices for soliciting outside business ventures, advertising for personal enterprises, soliciting non-company related purposes, or any illegal activity.

6. Offensive or harassing messages or statements including the disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs is prohibited.
7. **Effective August 1, 2025, Louisiana law prohibits the use of wireless telecommunications devices while operating a motor vehicle.** This includes engaging in a call, writing, sending, or reading text-based communications. (House Bill 519 of the 2025 Regular Session).
8. Upon termination of employment, any communication devices, property, or equipment assigned to the employee must be turned in to the Vernon Parish Police Jury.

## **PERSONAL USE & DISCLOSURE**

Employees using parish-issued communications devices are permitted to use these devices for personal use. However, personal use while working or while on other police jury related business should be kept to a minimum. Employees are also reminded that all usage and communications (audio, video, or text based), whether public, private, or personal on a parish-issued device is subject to applicable laws regarding public records and disclosure. Employees should exercise good judgement and discretion while using their parish-issued devices.

## **UNAPPROVED CHARGES**

Monthly phone bills will be reviewed and monitored by management. Any unapproved charges above the regular monthly bill amount (i.e. international calls, premium-rate telephones numbers, etc.) are the responsibility of the employee and shall be reimbursed to the police jury.

## **VIOLATIONS**

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in the withdrawal of the communication device and/or the authorized person to be prohibited from using parish owned communication devices.

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## **ACKNOWLEDGEMENT**

I have read the above Communication Device Policy and understand that I am expected to comply with this policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_