

Chapter 139. Mobile Electronic Devices¹

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Subchapter A. General Provisions

139.001 Purpose

The purpose of this chapter is to provide guidelines for the use of Mobile Electronic Devices by County employees or agents in connection with the transaction of official County business. Officials may develop additional, more restrictive, rules for their offices or departments.

139.002 Definitions

In this chapter

- (1) "Commissioners Court" means Travis County Commissioners Court.
- (2) "Official" means one of the following:
 - (A) The elected official who employs a person to whom wireless communications equipment is assigned or the authorized representative of that elected official; or

¹ Chapter 39. Wireless Communications Policy was replaced with Chapter 39. Mobile Electronic Devices by Travis County Commissioners Court on 1/18/2018, Item 25. Chapter 39 was renumbered as Chapter 139 on June 1, 2018 (approved May 15, 2018 Item 7).

- (B) The appointed official who employs a person to whom wireless communications equipment is assigned or the authorized representative of that appointed official.
- (3) "Official Use" means County business that relates to the official duties of the employee or Official.
- (4) "Mobile Electronic Devices" include any device that is mobile and communicates wirelessly, and related services.

139.003 Safety

County employees and agents shall use Mobile Electronic Devices in a safe manner and in full compliance with federal, state and local laws, as well as manufacturer's guidelines.

139.004 Public Information

- (a) All County-related communications made with a Mobile Electronic Device are subject to the Texas Public Information Act, Texas Government Code Chapter 552. All such communications are also subject to the provisions of Chapter 42, "County Records," of the Travis County Code.
- (b) Employees do not have a privacy interest in the use of County Mobile Electronic Devices, or any records related to the use of these devices.

139.005 Confidentiality and Security of Communications

Mobile Electronic Devices are not secure and can be monitored. Caution should be used whenever confidential or sensitive information must be transmitted by means of Mobile Electronic Devices

139.006 Authorized Usage

- (a) An Official, department head, or their designee, should inform employees of appropriate use procedures for the County-provided Mobile Electronic Devices, and of the fact that accounts may be monitored, investigated and audited at any time. Upon receipt of a new Mobile Electronic Device, employees must acknowledge in writing that the device is to be used for County business purposes.
- (b) Employees shall not use Mobile Electronic Devices:
 - (1) At any time when the use would impede any County function or business;
 - (2) In any manner prohibited by County policy; or
 - (3) In violation of applicable laws and regulations.
- (c) Employees shall reimburse Travis County for any use of County Mobile Electronic Devices that are determined not to be Official Use and that result in additional charges being incurred by the County

[139.007 - 139.010 reserved for expansion]

Subchapter B. Emergency and Public Safety Wireless Communications Committee

139.011 The Committee and its Authority

- (a) An Emergency and Public Safety Wireless Communications Committee (Committee) has been created to advise the County Executive of Emergency Services on all matters relating to radio frequency communications systems and devices. This includes budget issues, equipment and service contracts, maintenance agreements, and wireless communications planning; and may recommend any wireless communications systems that interface with the County's Emergency 9-1-1 services, or County operated Public Safety Answering Points (PSAPS), or that require new licensing.
- (b) The County Executive of Emergency Services, or their designee, is responsible for providing information to the Commissioners Court regarding matters within the scope of the Committee or under the purview of the County Executive. The County Executive will consult with or brief the Commissioners Court, either individually or in cooperation with the Chief Information Officer (CIO) as appropriate.
- (c) The Committee consists of one member from each of the following Travis County offices and departments:
 - (1) Information Technology Services, designated by the CIO.
 - (2) Emergency Services (Chair), designated by the County Executive of Emergency Services
 - (3) Facilities Management, designated by the County Executive of Operations Management
 - (4) Sheriff's Office Law Enforcement, designated by the Sheriff
 - (5) Sheriff's Office Corrections, designated by the Sheriff
 - (6) Transportation and Natural Resources (TNR), designated by the County Executive of TNR
 - (7) TNR Emergency Response/Law Enforcement, designated by the County Executive of TNR; and
 - (8) One representative from the five Constables as a group, coordinated by Emergency Services.
- (d) The Committee may provide a technical review of all wireless communications equipment or equipment that supports the emergency communications network or equipment before it is approved for purchase to ensure compatibility with available County resources, services and licenses if determined appropriate by the Chief Information Officer and/or County Executive of Emergency Services.

- (e) The Committee may provide subject matter expertise to the County Executive by reviewing issues related to purchasing, contracts, terms and conditions, integration, vendor performance, and billing and payment.

[139.012 - 139.020 reserved for expansion]

Subchapter C. Use of Two-way Radio, Messaging Services, Mobile Data Services, and Network Services

139.021 Two-way Radio

The Emergency Services Department is responsible for the oversight of all regional radio and wireless emergency communications systems, including two-way radios. Such oversight may include serving on the Executive Board of the Combined Transportation and Emergency Communications Center (CTECC), Greater Austin-Travis County Regional Radio System (GATRRS), and other applicable organizations.

- (1) All use of County owned or operated two-way radio equipment shall comply with FCC regulations that govern the use of two-way radio communication.
- (2) Any use of two-way radios that is not authorized or is not in compliance with FCC regulations and any limits placed on the use of a license by the FCC could result in fines to the County or loss of the license.
- (3) An employee may be subject to disciplinary action for use of two-way radios in violation of regulations or license restrictions or established policies, procedures, and guidelines.
- (4) The division/department head is responsible for ensuring that employees are trained in the proper use and etiquette for two-way radios.

[139.022 - 139.030 reserved for expansion]

Subchapter D. County Cellular Services and Cellular Allowances

139.031 Stipend for Use of Personal Mobile Device

An elected/appointed official or department head may provide a stipend for an employee who uses a personal mobile device for County business purposes in lieu of using a County issued mobile electronic device. The stipend is a regular allowance included in an employee's pay at a department-approved level up to \$30 per month. The max amount is determined by Commissioners Court.