

CHAPTER 10

USE OF VOICE COMMUNICATIONS EQUIPMENT

PURPOSE:

This chapter establishes the requirements for the appropriate use of voice communications equipment for the Department.

AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

All District and Central Office units within the Florida Department of Transportation.

REFERENCES:

Commodities and Contractual Services Procurement Manual,
Topic No: 375-040-020
Tangible Personal Property, Topic No. 350-090-310
Disbursement Handbook for Employees and Managers

10.1 Appropriate Use of Voice Communications Equipment

10.1.1 It is the policy of the Department that voice communication equipment be used to carry out the mission of the Department and to promote efficiency and improved communications with our internal and external customers. It is intended that voice communications equipment be used only for business purposes.

10.1.2 Wireless devices for voice communications shall only be issued and used when voice telephone communications are required for job functions and wired telephone systems or two-way radios are not available or practical. The purchase of wireless devices for voice communications shall be approved by cost center managers in accordance with *Procurement of Commodities and Contractual Services Manual, ~~Topic Procedure~~ No. 375-040-020*. In accordance with *Tangible Personal Property, ~~Topic Procedure~~ No. 350-090-310*, all wireless devices are required to be recorded in the *Wireless Devices SharePoint site*.

10.1.3 Individuals issued wireless devices for voice communications shall neither conduct nor transmit State or Department related business through text messages. ~~Individuals issued cellular telephones may send transitory messages not considered material public records via text messages. Additionally, members of the Department's workforce may send text messages as needed during states of emergency.~~

10.1.4 Individuals assigned state cellular telephones are required to report and pay for all personal usage, along with a service fee, pursuant to the instructions in the ~~FDOT-Department~~ Office of Comptroller "***Disbursement Handbook for Employees and Managers***". As an internal control mechanism, the Office of the Inspector General may perform audits of cell phone usage to ensure individuals are appropriately reporting and paying for personal usage.

~~**10.1.5** If a Department workforce member's travel itinerary changes due to a business reason and their spouse or family member is providing transportation to complete their official travel, such as picking them up from the airport or car rental location, then a telephone call to inform them of the change in travel plans would be considered an official business call. However, a telephone call to a spouse or family member just to inform them of travel plans or that an arrival time has changed is not considered official business.~~

10.1.56 The cost center manager responsible for authorizing issuance of cellular telephones shall keep current records on the assignment of these items to staff. For individual cellular phone accounts, the cost center manager is responsible for authorizing payment for monthly cellular telephones service fees and reasonably assuring that calls are appropriate and necessary for official state business or personal emergencies. For centralized accounts, each district should establish a process to authorize payment for monthly cellular telephones service fees and reasonably assure that calls are appropriate and necessary for official state business or personal emergencies.

10.1.7-6 The Department expects each member of the Department's workforce to use good judgment and common sense in the workplace to avoid abuse and inappropriate use of resources. It is inappropriate to use any resource which will: interfere with the timely performance of normal work duties; cast disrespect or adverse reflection upon the Department; reduce public confidence; support a personal business; support political or religious activities; or detract from the Department's routine functions. Furthermore, it is inappropriate for members of the Department's workforce to access, send, store, create, or display sensitive materials including, but not limited to, gambling, any illegal activity, sexually explicit materials, or materials that include profane, obscene, or inappropriate

language, or discriminatory racial or national origin. Such activities will be considered misuse or abuse of resources.

TRAINING:

None required.

FORMS:

None required.