

Topic: Inquiry on your office's practices regarding cell phones and portable devices

Question by: Trevor Timmons

Jurisdiction: Colorado

Date: July 25, 2019

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
Manitoba	
Corporations Canada	
Alabama	
Alaska	
Arizona	
Arkansas	
California	

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
Colorado	<ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? Yes. 2. If yes, is the policy informal or a written policy? It is a written policy and is included in our employee handbook. 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? With regard to all but the last (listening to music), not during work hours. An employee may listen to music with their own headphones with permission from their immediate supervisor. 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? Yes. An employee whose primary job duty is providing customer service and information is not permitted to wear headphones while engaged in that job function. That applies pretty much across the board to employees staffing our lobby and our phone service center. 5. If employees use their personal device for work, is the device subject to public information requests? Yes.
Connecticut	
Delaware	
District of Columbia	
Florida	
Georgia	

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
Hawaii	<ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? No. 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? No, allowed only on break or lunch schedules. 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? No. 5. If employees use their personal device for work, is the device subject to public information requests? N/A
Idaho	
Illinois	
Indiana	<ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? Yes 2. If yes, is the policy informal or a written policy? Written policy 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? Listening to music on earbuds is allowed. Music might also be restricted if it is hindering work performance. Other items on the list are prohibited. 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? No 5. If employees use their personal device for work, is the device subject to public information requests? Yes
Iowa	
Kansas	
Kentucky	
Louisiana	

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	
Nebraska	
Nevada	
New Hampshire	
New Jersey	
New Mexico	
New York	

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
North Carolina	<p>The NC Secretary of State's Office does not have a formal policy regarding cell phone usage, except that they are mentioned in the IT memorandum in regard to charging using the USB ports. We had an issue once where the photos within the staff's phone downloaded (all of them) to an event when they clicked to scan a document.</p> <p>As for actual usage of the phone itself, the Division has an informal written policy that they aren't to use their phone excessively, similar to not being allowed on personal calls using the desk phone.</p> <p>Also, they are not to speak on their cell phone at their desk if they will disturb others, but take themselves to an open area or outside for their call.</p> <p>Those are our restrictions.</p>
North Dakota	

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
Ohio	<ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? Yes. 2. If yes, is the policy informal or a written policy? Written Policy - part of our Workplace Expectations and Procedures Policies 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? The official policy states: "Employees must keep their phone in silent/vibrate mode during work hours and should use them in non-work areas when practical. The phone usage may not be disruptive to co-workers or the office environment." The policy focuses on talking on the phone and the phone ringing and does not mention activities such as watching or listening to things on the phone. I have only addressed their phone activities when there has been an issue with the quantity or quality of their work. 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? No official policy, however, most of my employees do not go into the public reception area and the ones that do understand the rule is to remain professional in that space at all times. 5. If employees use their personal device for work, is the device subject to public information requests? Employees are instructed not to use their personal phones for work purposes. If they did then those communications would be subject to a public records request.
Oklahoma	
Oregon	
Pennsylvania	
Rhode Island	

Jurisdiction	Question(s)
	<p>One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:</p> <ol style="list-style-type: none"> 1. Does your agency have a cell phone/portable device policy regarding usage during work hours? 2. If yes, is the policy informal or a written policy? 3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds? 4. Are there additional restrictions on the use of cell phone/portable devices for the reception area? 5. If employees use their personal device for work, is the device subject to public information requests?
South Carolina	
South Dakota	
Tennessee	
Texas	
Utah	
Vermont	
Virginia	
Washington	
West Virginia	
Wisconsin	
Wyoming	

Additional comments:

Full text of email:

Morning!

One of our colleagues at a U.S. filing office has a few questions regarding cell phones and portable devices:

1. Does your agency have a cell phone/portable device policy regarding usage during work hours?
2. If yes, is the policy informal or a written policy?
3. Are employees allowed to access via their personal devices during work social media, view videos, TV, sporting events, or listen to music with earbuds?
4. Are there additional restrictions on the use of cell phone/portable devices for the reception area?
5. If employees use their personal device for work, is the device subject to public information requests?

Regards,

- Trevor Timmons, Colorado, Vice-chair, Information Technology Section

[\[cid:image001.png@01D45CB5.E8DCFDE0\]](#)

Trevor Timmons
Chief Information Officer | Department of State
303.860.6946 (direct)
303.894.2200 (office)
trevor.timmons@sos.state.co.us<mailto:trevor.timmons@sos.state.co.us>
1700 Broadway, Suite 200
Denver, CO 80290