



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

CELL PHONES

EFFECTIVE DATE: 02/01/2011
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011
APPROVED: Signature on file
Sheriff Signature

1. Purpose

To better serve the citizens of Weber County by offering prompt services as well as a means to communicate with the shelter, dispatch and the public.

2. Rationale

The use of cell phones for animal control work is necessary to allow the officer to be more efficient and to enable them to be contacted or to contact another person while performing their duties.

3. Policy

A. Cell Phones

1. Weber County Animal Control Officers are required to have and carry a cell phone while on duty.
 - i. At no time will Animal Services Staff use a cell phone for texting or conducting work related or personal business while driving a county vehicle unless they are using a hands free device.
2. If an employee is required to carry a cell phone, he/she will receive a monthly allowance. The allowance will be added to the employee's pay check being paid twice monthly.
3. Should the employee spend more than their allotted amount, the employee will bear the responsibility of the extra cost. However, if the employee feels they should be reimbursed they are required to do the following:
 - i. The officer should provide the shelter director with their phone bill highlighting the costs exceeding the monthly allowance, along with written explanation for the overages.
 - ii. The shelter director will take the request for reimbursement to the Chief Deputy in charge of the Weber County Animal Services.