

# PERSONAL COMMUNICATION DEVICE POLICY

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The Archdiocese Catholic Center (“ACC”) provides company-owned devices to employees who require mobile connectivity as part of their job function. Employees who are required to use personal communication devices as part of their job must use an A-issued device. Reimbursements for personal devices will not be accepted without written authorization by the Vicar General or the Chief Financial Officer.

Communication devices are issued according to the following process:

1. An employee’s department head (or Leadership Team member) will determine the need and endorse a device request to the Applied Technology Department.
2. An Applied Technology staff member will work with the employee to determine equipment needs. The lowest cost device will be selected from a pool of acceptable devices.
3. The Applied Technology Department orders and configures the device. The device is delivered to the employee.

Once issued, employees must comply with the following rules:

1. Devices are issued on an 18-month lifecycle. No upgrade requests will be honored before the current device’s end-of-life.
2. Lost or broken devices must be reported to the Applied Technology Department within 48 hours and will be replaced with the same (or similar) model device.
3. The Applied Technology Department reserves the right to remotely disable, reset and delete all content on ACC-owned devices.
4. Accessories that are not part of the original device, as delivered by the vendor, are the sole responsibility of the employee. Cases, holsters, headsets and other items purchased by the employee for use with the device will remain the employee’s property and are not the responsibility of the ACC.

State law requires drivers to use hands free equipment while talking on their cell phone. State law prohibits drivers from texting, e-mailing or instant messaging while driving (defined as the engine of the car is turned on).

**If you have any questions about this policy, contact your supervisor, manager, and/or Human Resources at (213) 637-7494**

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## PERSONAL COMMUNICATION DEVICE POLICY ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Personal Communication Device Policy of the Archdiocese of Los Angeles. I understand that any communication(s) by any electronic device(s) owned and/or operated by the Archdiocese of Los Angeles is not for private use and may be monitored and/or content(s) reviewed, at any time, with or without notice and/or cause. Any privacy rights I may have are waived by my use of any electronic device(s) owned and/or operated by the Archdiocese of Los Angeles. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my employment.

**Any violation of this policy must be immediately reported to your supervisor, manager and/or the Human Resources Department at (213) 637-7494.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Location