

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 325
Supersedes: n/a
Title: Mobile Device Policy

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Effective Date: 1/1/2026
Authorized By: County Administrator

Mobile Device Policy

325.1 Introduction

Gloucester County is implementing a comprehensive Mobile Device Policy to strengthen data security, ensure compliance with the Virginia Freedom of Information Act (FOIA), and maintain effective management of all devices accessing County systems and information. As mobile technology continues to evolve, so do the risks associated with unauthorized access, data breaches, and improper handling of sensitive information. This policy establishes clear guidelines for the use of mobile devices in a manner that protects the County's digital assets and ensures accountability for all employees and contractors using such technology.

325.2 Purpose

This policy establishes guidelines for the use of County-owned mobile phones and tablets to ensure they are used solely for County business and to safeguard County data and resources. This policy also provides guidance on the limited allowable use of personal devices for County business and communications.

325.3 Eligibility and Use

County-owned mobile devices may be issued to employees whose essential job functions require mobile access to County-approved tools and applications that access County data. The following rules and limitations apply:

- a. Mobile phones and tablets will be enrolled in Mobile Device Management. This tool allows County Information Technology (IT) staff to remotely wipe the phone if lost, enforce security parameters, manage patches, and supervise application deployment.
- b. The County exclusively deploys iOS and iPadOS mobile devices to ensure a consistent user experience and mobile device management posture.
- c. To keep current with features and security offerings, all active managed mobile device lines are subject to mandatory device upgrades no sooner than every 2 years and no longer than every 4 years from date of activation or date of last upgrade, whichever is most recent.
- d. The use of County-owned mobile phones for transmitting or receiving inappropriate communications, including but not limited to discriminatory, hostile, obscene, harassing, or otherwise unsuitable content, is strictly prohibited and subject to disciplinary action.
- e. Employees must adhere to all County procedures for mobile device usage. Failure to comply may result in revocation of mobile phone privileges and disciplinary action, up to and including termination.

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325.4 Security and Responsibilities

Employees issued a County-owned mobile phone are responsible for its proper use and maintenance.

- a. Devices must be secured with a password and, whenever possible, biometric recognition. Loss or theft must be reported immediately to the IT Department and department head. The IT Department will take action to prevent unauthorized use and arrange for replacement if necessary, in coordination with the department head.
- b. Employees may be required to reimburse the County for damages or loss resulting from negligence. Replacement costs for damages incurred during regular work duties with reasonable care will be covered by the County.
- c. Employees are responsible for arranging with the IT Department for necessary repairs.
- d. Employees must follow proper safety protocols when using mobile phones, particularly when operating equipment, driving on County business, or performing similar duties.
- e. Employees are responsible for purchasing device cases, screen protectors, and other accessories as needed or desired. These costs may be funded using departmental budgets.
- f. Upon separation from employment or a change in job duties, employees must return the County-owned mobile phone and all associated equipment. Failure to do so may result in payroll deductions for the cost of replacement at the current market rate.

325.5 Personal Device Use

Personal mobile device use for County business for those without County-issued mobile devices is limited. Only the following County systems and their associated County data may be accessed from personal mobile devices: timekeeping, facilities work orders, and the Employee Access Center. Otherwise, accessing County data from a personal mobile device is not authorized. Communications regarding County business from a personal device are subject to FOIA.

325.6 Exceptions

Exceptions to this policy are approved by County leadership and reviewed periodically to ensure compliance.

325.7 Availability and Distribution of Mobile Device Policy

A copy of the **Mobile Device Policy** shall be available for review in the County Administrator's Office and the Information Technology Department. A copy of this policy shall be available for review on the County's website. Department/agency heads are

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responsible for distributing this policy to their employees. Employees shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form. The executed form shall be returned to Human Resources.