

Title Mobile Device Policy

Type Policy

Category Security

Effective Date July 15, 2015

Approved

Revised June 30, 2015

To Be Reviewed June 2017

Scope Applies to all city employees regarding mobile device approval criteria, monitoring responsibilities and appropriate use of a city supplied mobile device or a city subsidized mobile phone.

Definitions

- Mobile device – a wireless, portable device that allows a user to make calls and/or access data and information from the city’s network. A mobile device includes, but is not limited to, the following types of equipment:
 - Cellular telephone (or cell phone) – a mobile device that can make and receive telephone calls, pictures, video, and text messages.
 - Smartphone – a cellular phone with multifunctional features that includes an operating system, internet access, and messaging system.
 - Tablet Computer – a wireless, portable flat-panel personal computer with a touch screen interface and normally no primary ability to function as a telephone.
 - Laptop Computer - or a notebook is a portable personal computer with a clamshell form factor, suitable for mobile use.
- MiFi - is a portable broadband device that allows end users and mobile devices to share a 3G or 4G mobile broadband Internet connection and create an ad-hoc network.

Policy Mobile devices and Mifis are provided for official city business use and made available to employees whose positions meet eligibility criteria as defined in the Mobile Device Procedures (attached). Although the value of mobile devices or Mifi is recognized, they are costly to operate and expenditures need to be controlled. Therefore, it is the policy of the City of Albuquerque that authorization to purchase and use mobile devices will be limited to certain circumstances, when other means of communication are determined to be impractical or less cost effective.

It is the responsibility of each Director to manage their employees' mobile devices and Mifis and to enforce this policy and accompanying Mobile Device Procedures.

Approval

All requests for cellular devices must be made by submitting the *Mobile Device Authorization Form* to the Telephone Division of the Department of Technology and Innovation (DTI), signed by the requesting Department Director, Fiscal Manager, and the Director of Finance & Administrative Services. Final approval will be made by the Chief Administrative Officer or his designee. See additional detail in the Mobile Device Procedures.

Security Information technology protection requires continuous efforts to secure the information systems for critical infrastructure, including emergency preparedness communications, and physical assets that support such systems. Protection of these systems and the data which resides on city resources/systems is essential to consistent and effective service delivery.

Reference *Department of Technology and Innovation Mobile Device Procedures.*

Employee Signature

Date