

**IN THE TRIBAL COURT
FOR THE
FORT PECK TRIBES**

ADMINISTRATIVE ORDER 2014-1.1

ORDER CONCERNING PERSONAL CELL PHONE USE

WHEREAS the Court sees the need for a policy concerning the use of personal cell phones while at work, this document sets forth the Fort Peck Tribal Court policies about cell phone usage and applies to all Court employees. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The Court reserves the right to modify or update these policies at any time.

1. Use of Cell Phones or Similar Devices.

(a) General Use at Work. While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with Court phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The Court is not liable for the loss of personal cell phones brought into the workplace.

Staff who must have use of cell phones at work, should as a general courtesy either set their phones to vibrate to signal in-coming calls or set the ring volume low enough not to be heard beyond their assigned immediate work space when transitioning from one area to another.

(b) Use While Driving. Use of cell phones, without a hands free device, while driving a Tribal or GSA vehicle is prohibited at all times.

2. Personal Use of Court or Tribally Owned Cell Phones.

The use of a cell phone provided to an employee by the Court or the Tribes may not be used for non-official purposes including voice and texting. Court or Tribal phones may be used for incidental and necessary personal calls that are of limited number and duration and do not conflict with the proper exercise of the duties of the employee.

3. Property Control.

The cell phone is to be protected by the employee, and returned when his or her employment ends. Employees must report missing or stolen equipment to the Tribal Court Administrator.

4. Camera phones can present risks and potentially compromise sensitive information and the privacy of other employees. Video voyeurism law prohibits the recording or sharing of images without consent, when the recording was made in a location that the person expected would be private.

5. Management of Cell Phone Use.

It is important that supervisors personally provide a good example of cell phone use, and manage excessive or inappropriate use of such phones by their employees.

This policy shall remain in effect until further notice or until superseded by future policy. Failure to adhere to this policy may result in disciplinary action which may include termination.

DATED this 20 day of June, 2014.


Richard K. Jackson
Chief Judge