

GRAND TRAVERSE COUNTY TABLET POLICY
(ASSIGNED EQUIPMENT AND THEIR OPERATION
AND MAINTENANCE APPLIES TO ALL COUNTY BOARDS)

EFFECTIVE DATE: August 1, 2013

PREVIOUS ISSUE: NONE

The purpose of this Memorandum is to clarify the duties and responsibilities associated with the request and usage of Tablets for Grand Traverse County boards & committees.

GENERAL RULES AND PROCEDURES FOR MEMBERS OF COUNTY BOARDS AND COMMITTEES THAT HAVE ELECTED TO USE TABLETS:

All members of County Boards and/or Committees who are issued county-owned tablets must adhere to all policies and procedures followed by County employees relating to the use of County-owned equipment as well as the Communications Systems Policy (attached).

Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

The Grand Traverse County Board of Commissioners may grant permission for any Board or Committee for which they assign membership, to purchase Tablets for use by their boards or committees, provided that efficiencies are clearly identified and justified.

No such provision or assignment is guaranteed and may change based on the needs of the County board.

I. **ASSIGNMENT:**

Board members may be assigned County equipment (Tablets) to assure their availability to the public and their respective Board or Commission and to allow their monitoring of County business. Board members are also expected to utilize their assigned equipment whenever said operation is consistent with this purpose.

II. **GENERAL RULES FOR OPERATION:**

Normal care should be taken in using the equipment. An optional keyboard will be provided for use and protection of the unit – optional cases, etc. are the responsibility of the individual Board or Commission member. If the county pays for any optional equipment or software, it must be for a business-related need, and such equipment or

software will be the property of the County.

III. GENERAL OPERATION OF COUNTY EQUIPMENT:

- A. All policies, procedures, rules and regulations of Grand Traverse County shall apply when operating county-assigned equipment.
- B. Assigned equipment is the responsibility of each individual. Board members shall sign a document upon receipt of equipment from IT, agreeing to comply with the same policies that apply to county employees. Improper use may result in confiscation of equipment and revocation of appointment.

IV. GENERAL ISSUES:

- A. The County reserves the right to suspend the privilege of an assigned piece of equipment for any reason.
- B. While assigned to individuals, equipment is owned by and remains an asset of Grand Traverse County. As such, they may be assigned or deployed as needed to accomplish the goals and objectives of the County.
- C. When the assigned board member is on vacation, absent, on extended leave, or has completed their term, the assigned equipment may be re-assigned (temporarily or permanently). The assigned board member may provide his/her equipment to another member during this absence with the approval of their respective Board Chairperson.

V. MAINTENANCE:

- A. It is the responsibility of the board member to contact the IT department or authorized individuals to arrange for, and insure the completion of, regular maintenance or emergency repairs if needed.
- B. The assigned board member shall be responsible for the appearance and cleanliness of his/her assigned equipment and shall refrain from altering the general design, operation or appearance of the equipment.
- C. Additional equipment/software: Grand Traverse County **will not** be responsible for personal equipment/software unless approved and/or installed by the County IT staff **ONLY**.