

Greene County Commission Briefing  
Commission Office  
1443 N. Robberson, 10<sup>th</sup> Floor  
9 a.m.

Present: Franz Williams, Kate Morris, Jeff Scott, Stephanie Hamilton, Amy Walker, Dave Dunn, Tina Phillips, Chris Mericle, Chris Coulter, Kevin Barnes, Rick Artman, Cindy Stein, Mailyn Jeffries, Justin Hill, Bob Cirtin, Harold Bengsch, and Lincoln Hough.

Stephanie Hamilton and Amy Walker from Pretrial Services announced that Walker would be leaving for a new opportunity and a new officer would start June 4. The Commissioners thanked Walker for her contribution to the department. Hamilton also told the Commission that interviews at booking were going smoothly. She said 23 new people had been added to supervision, and 29 were on GPS monitoring. She said the numbers were climbing and they were staying busy. They planned to meet June 11 with Dan Patterson and Peggy Davis to discuss the new officer position, and Pretrial would soon be sharing an intern two days each week.

Budget Officer Jeff Scott told the Commission that for the GRI fund, they are projecting an end balance of \$860-900,000 less than what was planned, which was the minimum to support the salary restructure plan. He said they would need to find \$900,000 in savings in GRI to keep up with the restructure plan. This did not include the impact of buying Wright's Auto. He noted that it might make more sense to purchase Wright's Auto out of GR11 since it is related to items in the tax resolution.

Scott also presented budget adjustments (Exhibit A). Commissioner Cirtin moved to approve the adjustments. Commissioner Bengsch seconded the motion. The motion passed unanimously.  
Aye: Bengsch, Cirtin, Hough. Nay: None. Absent: None. Abstain: None.

Franz Williams presented a request to modify the budget for the Family Justice Center location on the second floor of the Judicial Building. The target opening date was five weeks away. It was decided that once it is determined for sure what, if anything is needed outside of the budget, it would be brought before the Commission. (Exhibit B).

Chris Mericle presented an IGA for Crossing Guards. It was the same contract as it was in the past years with Springfield Public Schools. Commissioner Cirtin moved to approve the agreement. Commissioner Hough seconded the motion. The motion passed unanimously.  
Aye: Bengsch, Cirtin, Hough. Nay: None. Absent: None. Abstain: None.

Mailyn Jeffries presented for discussion and vote the personal devices policy (Exhibit C). She said \$60,000 was budgeted this year but so far \$102,000 had been spent. This policy would be effective July 1. There was some discussion as to how many employees truly needed a cell phone stipend. Commissioner Hough moved to choose the 60-40-20 plan. Commissioner Bengsch seconded the motion for discussion. It was noted that more employees were on the plan this year, so more had been spent on it even though the payment is less.  
The motion passed unanimously.



Aye: Bengsch, Cirtin, Hough. Nay: None. Absent: None. Abstain: None.

Chris Mericle presented for discussion and vote the Buyer III, Buyer II and Buyer I positions. He proposed to move Laura Merriman to the Buyer III position and Michelle Hunt to the Buyer II position, and then hire a new employee at the Buyer I level. This plan is to preplace the previous plan of hiring a purchasing supervisor. Mericle said the promotions are very much warranted, that there has been good performance coming from both employees, and that they'd been in their current positions for several years. He noted that this would result in a \$5,000 increase total, but that there is savings because of hiring a Buyer I instead of a supervisor. In a previous Briefing, Auditor Cindy Stein alleged that the two employees were being rewarded for poor performance. Commissioner Cirtin asked Human Resources to become involved in the issue and Milyn Jeffries talked to Stein regarding her outburst. Jeff Scott said the expense would come out of GRI and asked if it could be moved to GR11, since the increase in Purchasing staff was budgeted in the tax plan. Commissioner Cirtin moved to accept the Purchasing Department staffing plan. Commissioner Hough seconded the motion. The motion passed unanimously. Aye: Bengsch, Cirtin, Hough. Nay: None. Absent: None. Abstain: None.

County Administrator Chris Coulter gave updates on planning and zoning Case 2014, located in Southeast Springfield. The developer is Donald Hancock. Coulter said he and staff were working with County Counsel to determine if the Commission's vote would result in doing away with the subdivision regulations. Kevin Barnes said he planned to meet with the developer to discuss two conflicts: wastewater management and the thoroughfare plan. Commissioner Hough said he would like to be a part of those meetings.

Meeting adjourned at 10:55.





# County of GREENE State of Missouri

## GREENE COUNTY COMMISSION

940 Boonville Avenue  
SPRINGFIELD, MO 65802  
(417) 868 - 4112

BOB CIRTIN  
Presiding Commissioner

HAROLD BENGSCHE  
Commissioner 1<sup>st</sup> District

LINCOLN HOUGH  
Commissioner 2<sup>nd</sup> District

May 22, 2018

Justin Hill  
Greene County Treasurer


Cindy Stein  
Greene County Auditor


Justin and Cindy;

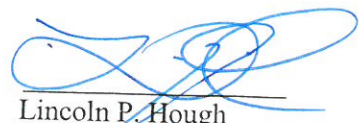
Please transfer the following amounts for the month of May, 2018 for future principal, interest and trustee payments on the indicated bonds.

\$ 11,830.34	101-19-911-59905	QECB 2011A
\$ 107,101.56	101-19-911-59905	Build America Bond 2010A and Recovery Bond 2010B
\$ 56,363.47	204-35-623-57794	Build America Bond 2010A (911)
\$ 51,714.69	207-73-911-59901	Dan Kinney Park Project 2011 B
\$ -	207-73-911-59901	Dan Kinney Trustee
<u>\$ 227,010.06</u>	Total	
<b>TO</b>		
\$ 215,179.72	301-96-49100	Transfers from Other Funds
<u>\$ 11,830.34</u>	301-96-48412	Energy Savings from GR
\$ 227,010.06	Total	

Thank you. If you have any questions, please contact Jeff Scott at 4892.

  
Robert Cirtin  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
Lincoln P. Hough  
Commissioner District 2



Ex-B  
5/22

Account Number	2016 Actuals	2017 Requested	2017 Budget	2017 YE Est.	2018 Requested	2018 Recommended	2018 Appropriated
1000000 Salary - FAMILY JUSTICE CENTER					249,983.00	249,983.00	122,829.96
<i>Exp Item Detail</i>							
1000000 Victim/Witness Coordinator							29,343.60
1000000 Intake & Reception							21,587.28
1000000 Data Entry							21,587.28
1000000 Case Management Center Navigator							25,155.90
1000000 Case Management Center Navigator							25,155.90
1000000 TICA - FAMILY JUSTICE CENTER					1.00	1.00	9,396.49
1000000 TAGERS - FAMILY JUSTICE CENTER					1.00	1.00	2,579.43
1000000 Group Insurance - FAMILY JUSTICE CENTER					1.00	1.00	20,444.10
1000000 Worker's Compensation - FAMILY JUSTICE CENTER					1.00	1.00	226.87
<i>Exp Item Detail</i>							
1000000 Total Benefits	0.00	0.00	0.00	0.00	249,987.00	249,987.00	155,476.85
1000000 Contract Labor - FAMILY JUSTICE CENTER					1.00	1.00	-
1000000 Contract Services - FAMILY JUSTICE CENTER					0.00	0.00	45,790.00
<i>Exp Item Detail</i>							
1000000 Hope Study Tour and Site Visit							20,970.00
1000000 Hope 2 day Strategic Planning and Report							24,820.00
1000000 Telephone - FAMILY JUSTICE CENTER					1.00	1.00	
1000000 MULES Term.-Ded.Line - FAMILY JUSTICE CENTER					1.00	1.00	
1000000 Legal Counsel - FAMILY JUSTICE CENTER					1.00	1.00	
1000000 Victim Witness - FAMILY JUSTICE CENTER					1.00	1.00	
1000000 Depositions & Trans. - FAMILY JUSTICE CENTER					1.00	1.00	
<i>Exp Item Detail</i>							
1000000 Total	0.00	0.00	0.00	0.00	6.00	6.00	45,790.00
1000000 Training & Meetings - Drug Court					0.00	0.00	2,000.00
1000000 Prof Organization Dues-FAMILY JUSTICE CENTER					1.00	1.00	0.00
<i>Exp Item Detail</i>							
1000000 Total	0.00	0.00	0.00	0.00	1.00	1.00	2,000.00
1000000 Expert Witness - FAMILY JUSTICE CENTER					1.00	1.00	0.00
1000000 Office Supplies - FAMILY JUSTICE CENTER					1.00	1.00	2,700.00
1000000 Books & Publications - FAMILY JUSTICE CENTER					1.00	1.00	0.00
1000000 Other Supplies - FAMILY JUSTICE CENTER					0.00	0.00	23,400.00
<i>Exp Item Detail</i>							
1000000 Assistance with medical, mental health, or housing							18,000.00
1000000 Transportation Assistance							4,500.00
1000000 Research Materials							900.00
<i>Exp Item Detail</i>							
1000000 Total	0.00	0.00	0.00	0.00	4.00	4.00	26,100.00
1000000 Capital - FAMILY JUSTICE CENTER					1.00	1.00	64,500.00
<i>Exp Item Detail</i>							
1000000 Permits, Licenses (7)							25,000.00
1000000 Software							24,500.00
1000000 Printer/Copier/Scanner/Fax							10,000.00
1000000 Equipment							5,000.00
<i>Exp Item Detail</i>							
1000000 Total	0.00	0.00	0.00	0.00	1.00	1.00	64,500.00
1000000 Case V/W Expense - FAMILY JUSTICE CENTER					1.00	1.00	
1000000 Case Preparation - FAMILY JUSTICE CENTER					1.00	1.00	
<i>Exp Item Detail</i>							
1000000 Total	0.00	0.00	0.00	0.00	2.00	2.00	
1000000 Special Proj					0.00	0.00	293,866.85

102-23-192-5667

Soft Interview Station





**Jeff Scott**

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**From:** Franz Williams  
**Sent:** Thursday, May 10, 2018 2:39 PM  
**To:** Kevin Barnes; David Dunn; Jeff Scott; Tina Phillips  
**Subject:** Family Violence  
**Attachments:** Greene County Access Control Additional Doors Judicial Courthouse.pdf; Proposal.doc; Greene County Purchasing Carpet Tile and Adhesive.pdf; My Movers PA.pdf; Ron Miller PA.pdf; Pod Invoice.pdf

Federal Protection \$4157.00  
My Movers \$400.00  
Ron Miller Hardware \$1280  
Carpet Shop \$3224.00  
Sherwin Williams Paint \$556.50  
Wild Cat Materials \$124.00  
Paint supplies \$100.00

} 
$$\begin{array}{r} 9,841.50 \\ + \cancel{810.00} \\ \hline 10,651.50 \end{array}$$
 Ron Miller

Optional if they want  
5 person Cubical \$16183.50

Franz Williams  
Assistant Superintendent of  
Building Operation  
Office 4178296638  
Cell 4179882816





**Federal** PROTECTION, INC.®

2500 N. Airport Commerce Drive — Springfield, MO 65803 — (417) 869-9192

May 9, 2018  
Mr. Franz Williams  
Greene County Judicial Court House  
1010 N Boonville  
Springfield MO 65802

**Re: Access Control**

Franz,

Pursuant to the site survey at your facility the following is a list of itemized equipment necessary for installation of the Federal Protection Inc.® Access Control Addition:

	<b>Access Control System</b>
One	2 Door Controller Package
Two	Card Readers

**Theory of Operation**

Federal Protection will install a card reader at the main entrance door and the hallway door (yet to be installed). We will add a controller package in the closet next to the existing controller package.

**Pricing**

The installation investment for the above installed system will be **\$4,157.00**

Customer will be responsible for supplying all locking hardware and a pull string for the reader and strike on the hallway door.



# Combined Uniform Household Goods Bill of Lading and Freight Bill

US DOT 1712477

**MY MOVERS MOVING AND STORAGE**  
 1913 E. FLORIDA STREET  
 SPRINGFIELD, MO 65803  
 417-882-6683

12:10 300

Name FRANZ WILLIAMS Tel. 988-2816  
 From 1345 E. Battle Field Apt. \_\_\_\_\_  
SGF  
 To 1010 N. Bonville Apt. \_\_\_\_\_  
SGF  
 Other Stops \_\_\_\_\_  
 Moving Date 04/25/18 Day Tue Time \_\_\_\_\_ A.M.  
 P.M.

**TIME RECORD**  
 Start 1230 A.M. \_\_\_\_\_ Customer Initials \_\_\_\_\_  
 P.M. \_\_\_\_\_  
 Finish 250 A.M. \_\_\_\_\_ Customer Initials \_\_\_\_\_  
 P.M. \_\_\_\_\_  
 JOB HOURS \_\_\_\_\_  
 TRAVEL TIME \_\_\_\_\_  
 TOTAL HOURS

Moving Rate: 1 Vans 3 Men @ \$130/135 Per Job Hr., Plus \_\_\_\_\_ Hrs. Travel Time

**ESTIMATE OR REMARKS**  
 (Approx. estimate-packing date-Instructions on job-or other info.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RATES AND DESCRIPTION		CHARGES
MOVING _____ hours @ \$ _____ per hr.		
OVERTIME _____ hours @ \$ _____ per hr.		
CARTAGE _____ cu. ft. @ \$ _____ per cu. ft.		
WEIGHT _____ lbs. @ \$ _____ per lb.		
PIANO CHGS. _____		
OTHER _____		

**VALUATION**  
**SHIPPER - IMPORTANT - READ BEFORE SIGNING BELOW**  
 Customer (Shipper) is required to declare in writing the released value of the property. The agreed or declared value of the property is hereby specifically stated by the customer (shipper) and confirmed by their signature hereon to be NOT exceeding 60 ( ) cents per pound per article unless specifically excepted. The Customer (Shipper) hereby declares valuations in excess of the above limits on the following articles:

Article	Value
<u>2-8 FT Trunks w/locks</u>	<u>100</u>
<u>15 boxes</u>	<u>100</u>
<u>3- Cars</u>	<u>100</u>

_____ Barrels, packed _____ @ \$ _____ each	
_____ Barrels, loaned _____ @ \$ _____ each	
_____ Wardrobes _____ @ \$ _____ each	
_____ Cartons or boxes _____ @ \$ _____ each	
_____ Matt Cartons _____ @ \$ _____ each	
Other _____	

**IMPORTANT**  
 (SIGN BEFORE START OF ANY SERVICE)  
 The Shipper, subject to and based on the rates, rules, regulations, and conditions in the carriers lawfully published tariff hereby orders the carrier to furnish transportation facilities and service described herein subject to all conditions herein contained including valuation agreed or declared and the conditions on the back hereof which are hereby agreed to by the Shipper and accepted for himself and his assigns. Unless credit arrangements are made in writing the Shipper agrees to pay charges in cash, money order, or certified check prior to complete delivery.

CUSTOMER: [Signature]  
 BY: \_\_\_\_\_  
 MOVER: \_\_\_\_\_  
 BY: [Signature]

Whse. Labor chgs. \_\_\_\_\_  
 Storage chgs. \_\_\_\_\_  
 Other \_\_\_\_\_

**Carrier Liability;** shipper declares the full value of the shipment for the purpose of carrier liability to be:  
 Amt. \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ per \$100.00

**DELIVERY RECEIPT**  
 Except as specifically endorsed hereon  
 All services and All articles received in Good Condition

CUSTOMER: \_\_\_\_\_  
 BY: \_\_\_\_\_

**TOTAL CHARGES**  
 Advance Deposit \_\_\_\_\_  
 BALANCE DUE \_\_\_\_\_

**BILL OF LADING**  
 (Give to Customer Before Start of Job)

**MOVER'S SOURCE** 1.800.366.3220 | www.moverssource.com

**RECEIVED PAYMENT**  
 MOVER: [Signature]  
 BY: [Signature]

TERMS: Charges Payable in Cash, Money Order, or Certified Check on Delivery.

FORM G-201 (60)



PROPOSAL-CONTRACT  
RON MILLER HARDWARE  
& SPECIALTY SALES, INC.  
435 S. INGRAM MILL SPRINGFIELD, MO 65802  
PHONE: (417) 831-1182 FAX: (417) 863-6302  
[www.ronmillerhardware.com](http://www.ronmillerhardware.com)

DATE: 5/3/2018

GREENE COUNTY

THE FOLLOWING MATERIAL FOR USE IN:

**Hollow metal---\$145.00**

\*1 each—3'x 6'8" welded frame, 5 3/4" depth, 4 7/8" throat

\*\*Top of frame to top of each hinge: 6 3/4", 37 3/4", 68 3/4" (4 1/2")

\*Top of frame to center of strike: 38 3/16"

\*7' frame same price. Hinge spacing: 6 3/4", 39 3/4", 72 3/4" (4 1/2")

\*\*Top of frame to center of strike: 42 3/16"

**Add for existing opening prep---\$45.00**

**Electric strike---\$185.00 (per attached)**

\*HES part number: 8000C-630, for use with cylindrical locksets

\*\*No cutting of frame required

**Electric strike---\$280.00 (per attached)**

\*HES part number: 7000 x 783S-630, for use with rim exit devices

**WE HAVE NOT ADDED FEDERAL, STATE OR LOCAL TAXES.**

This quotation is subject to acceptance by the purchaser within 30 days from date. Price subject to change without notice. Claim for shortage or damage must be reported to us promptly. All sales contingent upon strikes, accidents, and other causes beyond our control.

**\*ACCEPTED:** \_\_\_\_\_

**BY:** *David W. Ipock*





PROPOSAL-CONTRACT  
RON MILLER HARDWARE  
& SPECIALTY SALES, INC.  
435 S. INGRAM MILL SPRINGFIELD, MO 65802  
PHONE: (417) 831-1182 FAX: (417) 863-6302  
[www.ronmillerhardware.com](http://www.ronmillerhardware.com)

DATE: 4/20/2018

GREENE COUNTY

THE FOLLOWING MATERIAL FOR USE IN:

~~Hollow metal---\$145.00~~

~~\*1 each—3'x 7' welded frame, 5 3/4" depth, 4 7/8" throat~~

~~\*\*Top of frame to top of each hinge: 6 3/4", 39 3/4", 72 3/4"~~

~~Add for existing opening prep---\$45.00~~

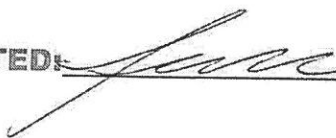
Hardware---\$810.00

\*3 hinges, 1-exit device with outside trim

**WE HAVE NOT ADDED FEDERAL, STATE OR LOCAL TAXES.**

This quotation is subject to acceptance by the purchaser within 30 days from date. Price subject to change without notice. Claim for shortage or damage must be reported to us promptly. All sales contingent upon strikes, accidents, and other causes beyond our control.

\*ACCEPTED:



BY: David W. Ipock



ES805806

**QUOTE**

<b>Sold To</b> GREENE COUNTY PURCHASING ATTN: AUDITOR 940 BOONVILLE SPRINGFIELD, MO 65802	<b>Ship To</b> GREENE COUNTY PURCHASING SPRINGFIELD, MO 65802
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<b>Quote Date</b> 04/25/18	<b>Tele #1</b> 868-4012	<b>PO Number</b>	<b>Quote Number</b> ES805806
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Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
Z6474	INTRINSIC 24" X 24"	00798 BURLAP BAG	1,008.00	SF	3.00	3,024.00
5000P	PRESSURE SENSITIVE	4-GAL	2.00	EA	100.00	200.00

TERMS: "DUE ON RECEIPT" FINANCE CHARGE OF 1-1/2% PER MONTH CHARGED ON ALL PAST DUE ACCOUNTS.  
 ON INSTALLATIONS ALL APPLICABLE LICENSES, TAXES, AND FEES ARE INCLUDED. SALE IS SUBJECT TO  
 TERMS & CONDITIONS ON REVERSE OR IF EMAILED AS EXPRESSED ON THECARPETSHOPPE.COM

PRICING FOR THIS QUOTE IS VALID FOR 30 DAYS FROM DATE QUOTED

INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

Sales Representative(s):  
 RANNY TRAINOR

Material:	3,224.00
Service:	0.00
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00

**QUOTE TOTAL: \$3,224.00**

Signed Approval On All Orders Required.  
 BALANCE DUE UPON COMPLETION OF INSTALL.

X \_\_\_\_\_ Date \_\_\_\_\_



Cx.E

Recommended Monthly Cellphone Stipend Amounts

Tier	Criteria
1	24/7 Access Employee: Day-to-day job responsibilities require routine response to urgent (immediate action required) Greene County business at any time of the day or night, or employees whose decision making abilities could impede business operations without a response, usually reserved for management.
2	Mobile Employee: Job requires routine field work and need to communicate real time with office or department to give or receive direction. These employees occasionally need to be contacted after assigned working hours.
3	Daily Operations Employee: Job requires employee to frequently be away from office computer and/or phone, or employee does not have physical working office space and must be available via e-mail, text message, and/or phone call during regular assigned working hours.

Proposed Cell Stipend Cost (90-60-30)

Department	Monthly Cost	Annual Cost
Budget	210	2520
Building Ops	750	9000
Building Regs	300	3600
County Admin	90	1080
Emergency Management	480	5760
Environmental	300	3600
General Services	150	1800
Highway	1470	17640
Human Resources	240	2880
Information Systems	630	7560
Medical Examiner	180	2160
P & Z	60	720
PIO	90	1080
Pre-Trial	300	3600
Purchasing	90	1080
Resource Mgt	90	1080
Sheriff's Office (Includes Jail)	7620	91440
<b>Total</b>	<b>\$13,050.00</b>	<b>\$156,600.00</b>

(90-60-30) GR= \$126k

Proposed Cell Stipend Cost (70-50-30)

Department	Monthly Cost	Annual Cost
Budget	170	2040
Building Ops	700	8400
Building Regs	250	3000
County Admin	70	840
Emergency Management	390	4680
Environmental	250	3000
General Services	140	1680
Highway	1260	15120
Human Resources	200	2400
Information Systems	490	5880
Medical Examiner	140	1680
P & Z	50	600
PIO	70	840
Pre-Trial	250	3000
Purchasing	70	840
Resource Mgt	70	840
Sheriff's Office (Includes Jail)	6310	75720
<b>Total</b>	<b>\$10,880.00</b>	<b>\$130,560.00</b>

(70-50-30) GR= \$105k

Proposed Cell Stipend Cost (60-40-20)

Department	Monthly Cost	Annual Cost
Budget	140	1680
Building Ops	500	6000
Building Regs	200	2400
County Admin	60	720
Emergency Management	320	3840
Environmental	200	2400
General Services	160	1920
Highway	980	11760
Human Resources	160	1920
Information Systems	420	5040
Medical Examiner	120	1440
P & Z	40	480
PIO	60	720
Pre-Trial	200	2400
Purchasing	60	720
Resource Mgt	60	720
Sheriff's Office (Includes Jail)	4060	48720
<b>Total</b>	<b>\$7,740.00</b>	<b>\$92,880.00</b>

(60-40-20) GR= \$75k

234 Employees, Approx. 80% paid out of GR



Greene County Personnel Policy Manual  
Chapter 15, Section 7: Use of Personal Communication Devices for Business Purposes

(a) Purpose

Greene County recognizes certain positions dictate an employee be available via personal communication device(s) when they are not working in a physical office space. The purpose of this policy is to establish guidelines for using communication devices for business purposes and defines employees that are eligible to receive monthly cell phone stipends.

(b) Safety

Employees are prohibited from using cell phones or portable electronic devices, (personal communication devices), including, technology which allows hands free communication, to either, send, receive, listen to and/or review communications at any time while driving or operating County owned vehicles for any purpose or while driving their personal vehicles on County business. For the purpose of this policy, "operating" includes all times other than when the vehicle is in a safe location and placed in park (or equivalent). This policy also applies while operating, moving and/or in-gear motorized off-road equipment or when in use for excavating or material handling when safely parked. If communication is necessary using a personal communications device either outgoing or incoming, the driver is to wait until he/she reaches a safe place to stop and park the vehicle before placing or receiving calls, conversing on the cell phone, engage in reading or sending text messages, emails, or surfing the internet.

Exceptions to this policy include the following:

1. The use of County issued two-way radio that operates with push-to talk technology is allowed to be used by the driver/ operator only in situations when there is no passenger employee present in the cab or vehicle who is able to use the radio communication, provided however, usage should be kept to a minimum while operating a County vehicle. If an extended conversation is necessary, the vehicle operator shall park the vehicle in a safe area.
2. The use of a personal communications device by first responders for official emergency communications;
3. The use by Deputy Sheriffs or Sheriff office issued laptop/notebook computers for Sheriff Office vehicles; and
4. The use of a wireless communication device to contact a 9-1-1 system.
5. Highway Department personnel who operate a vehicle less than 1-ton in size, and who is working a Highway Department declared emergency event, may operate a cell phone ONLY using hands free mode. These conversations are to be kept to a minimum and apply only to work related conversations. This exception to the policy facilitates public safety by allowing our emergency workers to continue to their next destination uninterrupted. If a longer conversation is necessary, the employee is required to find a safe place to park the vehicle to continue the conversation.

Greene County Personnel Policy Manual  
Chapter 15, Section 7: Use of Personal Communication Devices for Business Purposes

6. Commissioned officers with the Greene County Sheriff's Office will refer to and comply with department policy regarding usage of electronic devices. All other G.C.S.O. employees must comply with this policy.

(c) Monthly Stipend Allowance

Employees authorized to use personal cell phones under this policy will receive a monthly stipend based on their position and estimated use of the device. Monthly stipend amounts will be determined by the Greene County Commission. Monthly stipends are not intended to cover the entire cost of a monthly cell phone bill. If an employee obtains or currently has a plan that exceeds the monthly stipend, Greene County will not be liable for the cost difference.

Greene County will award monthly stipends based on the following three tier system. Elected officials and department administrators will determine which tier an employee is assigned.

Tier One (1)

24/7 Access Employee: Day-to-day job responsibilities require routine response to urgent (immediate action required) Greene County business at any time of the day or night; or employees whose decision making abilities could impede business operations without a response, usually reserved for management.

Tier Two (2)

Mobile Employee: Job requires routine field work and need to communicate real time with office or department to give or receive direction. These employees occasionally need to be contacted after assigned working hours.

Tier Three (3)

Daily Operations Employee: Job requires employee to frequently be away from office computer and/or phone; or employee does not have physical working office space and must be available via e-mail, text message, and/or phone call during regular assigned working hours.

Employees must have a completed cell phone stipend acknowledgement form on file with the Greene County Human Resources Department. Employees who have not received authorization in writing from their respective management and who have not provided written consent will not be permitted to use personal communication devices for business purposes.

(d) Access

Personal devices are **not** permitted on the County's secure network. The County does provide a public access wireless network for personal devices to be used at the employee's own risk. The County recommends that any user that accesses County resources from any personal device:



## Greene County Personnel Policy Manual

### Chapter 15, Section 7: Use of Personal Communication Devices for Business Purposes

1. Keep the device and all apps current on security updates.
2. Secure the device with a passcode or locking mechanism.
3. Be aware that personal devices are prime targets for malware and precautions be taken when accessing County resources.
4. Secure the device with antivirus if it uses Windows, Mac, or Linux operating system.

The County recommends for any employee or representative of the County, while on campus or when serving as a County representative off-campus:

1. The device should either be set to silent /vibrate only or to a factory default ringtone for calls and notifications (new text message, new email, etc.).
2. Other customization options, including but not limited to, wallpaper, lock screen, and phone cases, should be set to factory default settings or a custom option appropriate for the workplace.
3. All communication that is not of a public nature should be conducted in a private area and professional communication is expected on all calls (no shouting, offensive language, etc.).
4. When working with or around the public, or in public spaces, be sure the content on the device is workplace appropriate.

The County strongly recommends never using public terminals to access County information or resources and never using rooted or jailbroken devices.

Failure to follow procedures outlined in this policy may result in disciplinary action, up to and including termination of employment.

