



Orange County Electronic Communications and Public Records Update

November 13, 2012



Presentation Outline

- **Mobile Device Inventory**
- **Administrative Regulations Proposed Amendments**
- **Training**
- **Tracking Technology**
- **Future Actions**





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Mobile Device Inventory

- 2,050 County issued mobile phones
- 750 are smartphones
- 1,300 are traditional phones (no data)





Mobile Device Inventory

- Reevaluation of phone inventory
- Phones assignments
 - What employees need smartphones vs. traditional
 - What employees need texting
- Standardizing phone types





Presentation Outline

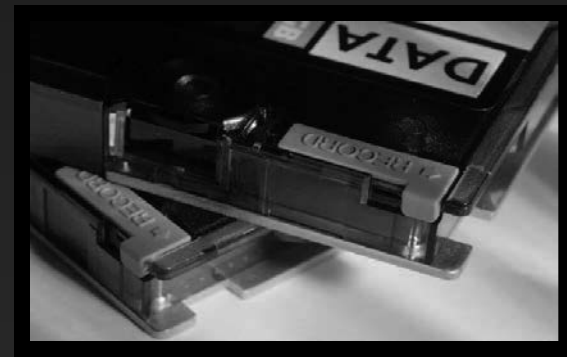
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Administrative Regulations Proposed Amendments

- **11.06, Cellular Telephone Usage and Payments**
 - Amend policy to include land-lines and all mobile devices
 - Repeal regulation 11.06.01 (relating to land-lines)
 - Update criteria for employees who receive County issued mobile devices
 - Include a training requirement for these employees
 - Require ISS to back up text data on county-issued devices





Administrative Regulations Proposed Amendments

- **11.06, Cellular Telephone Usage and Payments (Continued)**
 - States that an employee using a personal device (computer, phone) for County business is responsible for compliance with Public Records Law
 - Defines voice mail as transitory
 - Reemphasizes that employees should only use mobile device with hands free capability while operating County vehicle
 - Allow minimal personal use; delete requirement for employee reimbursement for use





Administrative Regulations Proposed Amendments

- **2.06, Public Records**
 - **Reiterates that ISS is records custodian for all email and messages made or received on county-issued mobile devices, land lines, computers, etc.**
 - **Defines voice mail as transitory**
 - **States that an employee using a personal device (computer, phone) for County business is responsible for compliance with Public Records Law**



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Training

- **Training will be provided to all elected/appointed officials and their staff, county employees and members of advisory boards**
- **Comprehensive training will begin after adoption and approval of the amended regulations**
- **Training will be incorporated in new employee orientation for elected/appointed officials and their staff, county employees and members of advisory boards**





Training

- **Format will be both instructor-led and self-paced, as needed**
- **Participants will be asked to sign a form to acknowledge their participation and understanding of the updated regulations**





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Tracking Technology



Orange County



Blackberry(650)
Smartphones(100)
Phones(1300)

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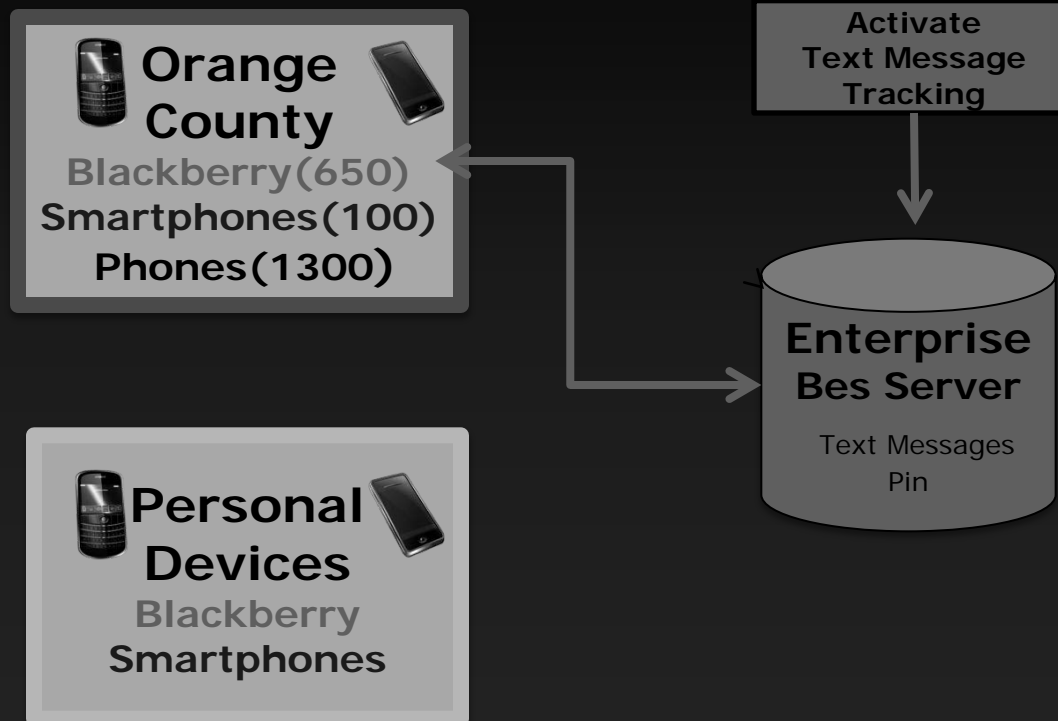
Personal Devices



Blackberry
Smartphones

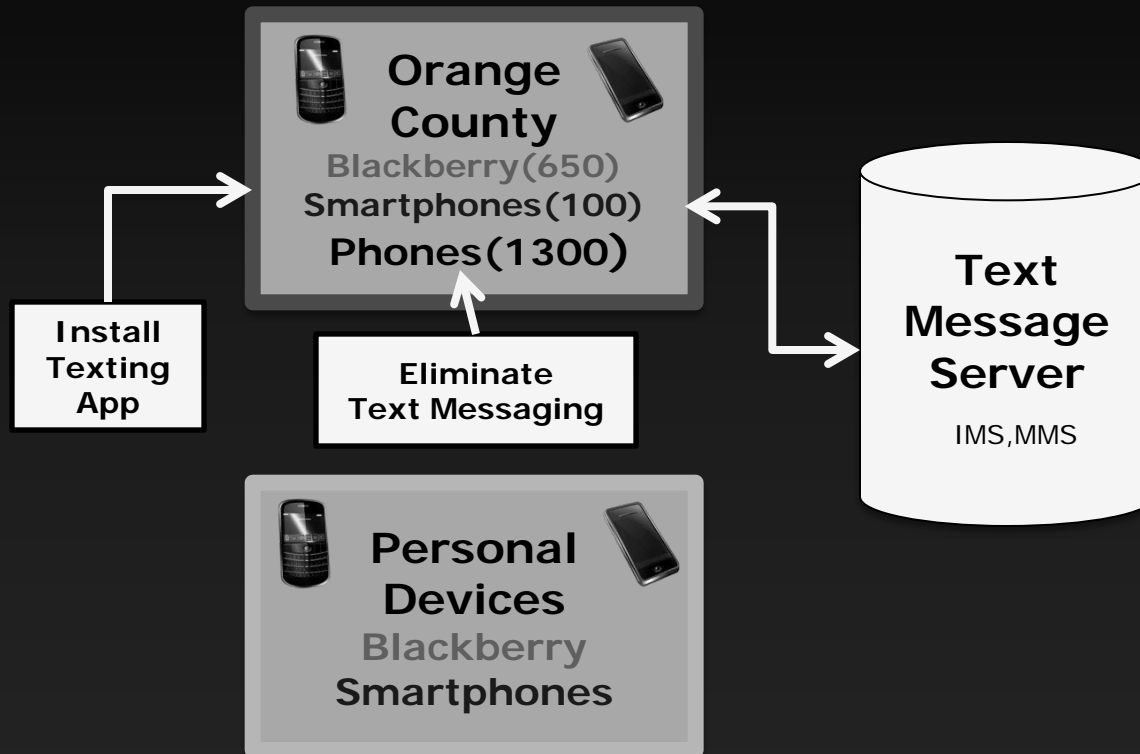


Tracking Technology





Tracking Technology

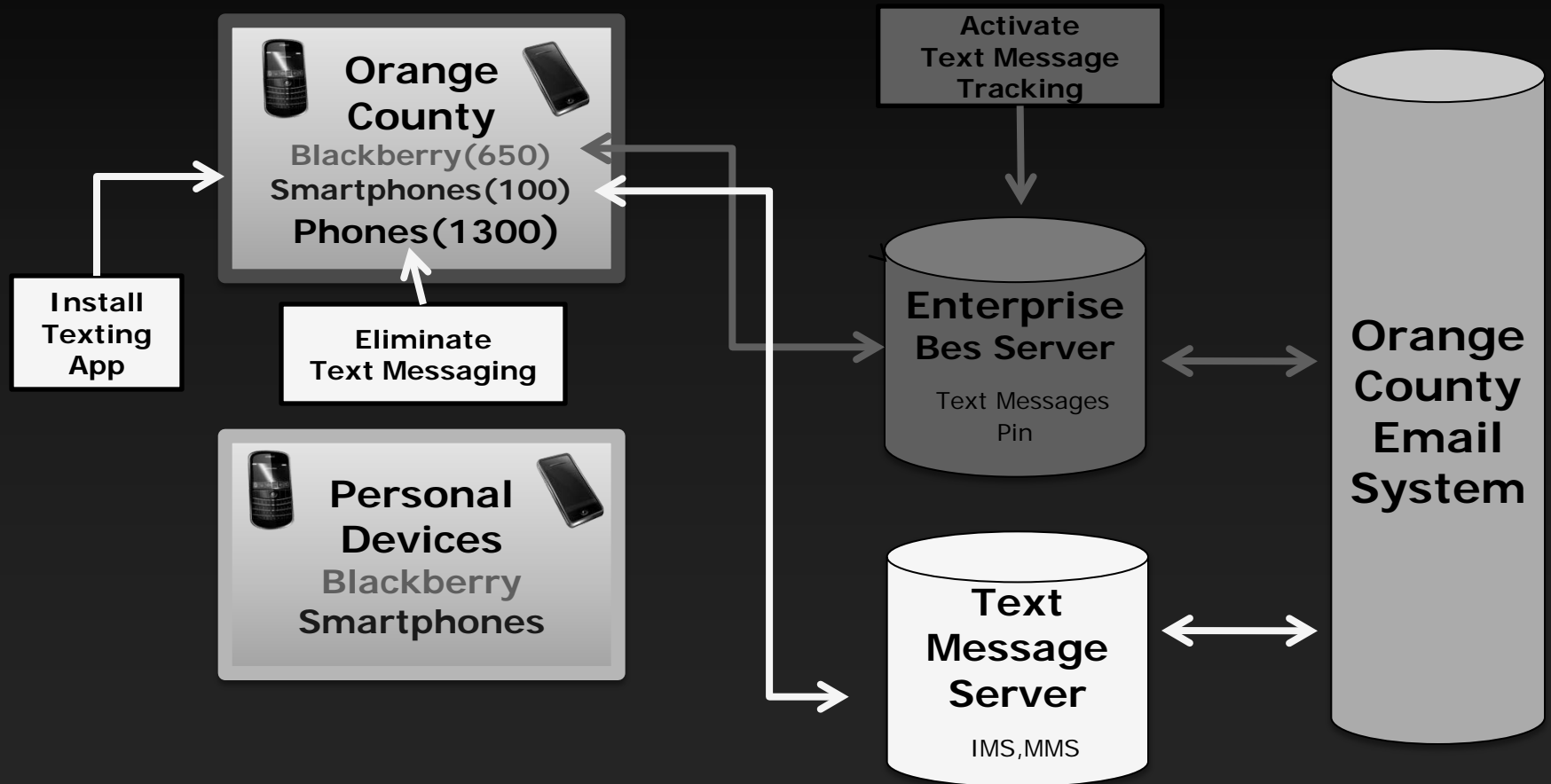


TextGuard Compliance Software

- 500 Phones
 - \$70,000
- 1,000 Phones
 - \$130,000
- 1,500 Phones
 - \$190,000
- Annual Cost
 - \$25,000 to \$75,000
- 2 Month Implementation



Tracking Technology





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Future Actions

- **Finalize Administrative Regulations**
- **Training**
- **Budget Adjustments**



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Best Practices Regarding Text Messaging



Survey of Other Cities and Counties

- **Policy on employee texting?**
 - Some cities/counties do not allow employees to text for official business (Jacksonville, Winter Haven, Tallahassee, Alachua County, and Sarasota County)
 - Pinellas County does not issue mobile devices
 - Polk County discourages texting but can back it up if sent on a County-issued device



Survey of Other Cities and Counties

- **Policy on texting during public meetings?**
 - Pensacola has a “Gentlemen’s Agreement” not to use cell phones during meetings
 - Kissimmee requires cell phones and electronic devices be turned off during meetings
 - Deltona prohibits sending or accepting communication by cell phone or other device during meetings
 - Winter Park resolution provides that commissioners may not use electronic mail during meetings except to respond to personal or family matters



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