



FAMILY COURT OF THE STATE OF DELAWARE

CHANDLEE JOHNSON KUHN
CHIEF JUDGE

NEW CASTLE COUNTY COURTHOUSE
500 N. KING STREET, SUITE 9450
WILMINGTON, DELAWARE 19801-3736

INTERNAL POLICY MEMORANDUM NO. 13-004

TO: Family Court Judges
Family Court Commissioners
Family Court Administrative Team
Family Court Administrative Support Staff

FROM: Chandlee Johnson Kuhn
Chief Judge

DATE: October 15, 2013

RE: Cell Phone Authorization

A handwritten signature in cursive script, appearing to read "Chandlee".

This Internal Policy Memorandum becomes effective on November 4, 2013 to allow for distribution and training.

1.0 BACKGROUND

Family Court is dedicated to providing our employees with the tools, resources, and support necessary and required to perform the duties of an individual's position with the Court. Communication between the Judicial Officers, managers, supervisors, and employees is critical in the successful performance of Family Court's Mission. Therefore, the Court provides our staff with appropriate tools and technology to effectively perform their duties and communicate with each other during scheduled working hours.

2.0 PURPOSE

This policy clearly establishes employees authorized to use their personal cell phone as a tool for communication during scheduled working hours at Family Court.

3.0 SCOPE

This policy applies to all employees of Family Court and Casual Seasonal employees.

4.0 REFERENCES

None

5.0 DEFINITIONS

5.1 Personal Cell Phone is defined as any cellular telephone not issued as equipment by Family Court of the State of Delaware for the exclusive purpose of performing work on behalf of Family Court and the State of Delaware.

- 5.2 Authorized Cell Phone is defined as a cellular phone either issued by Family Court of the State of Delaware or owned by an employee who has prior approval from Family Court to use the phone for business purposes.

6.0 RESPONSIBILITIES

- 6.1 Employees must understand and follow the provisions of this policy.
- 6.2 Managers and supervisors must ensure that this policy is executed in a consistent manner by all employees.
- 6.3 Administrative Management Team Members, Human Resources staff, Managers and Supervisors are required notify the Director of Human Resources and the Court Administrator any reported violations of this policy.
- 6.4 Human Resources must ensure managers, supervisors, and employees are trained on this policy. Human Resources will coach and counsel managers and supervisors as required on interpretation of the policy, and serve as a liaison between the supervisor and employee when necessary to ensure compliance. Human Resources must ensure consistency in the application of this policy across all of the Court.

7.0 POLICY

- 7.1 The following employees are approved to use an authorized cell phone to conduct business on behalf of Family Court of the State of Delaware:
 - 7.1.1 The Chief Judge
 - 7.1.2 All members of the Administrative Team
 - 7.1.3 Managers or supervisors with Statewide responsibility
 - 7.1.4 Chief of Court Security
 - 7.1.5 Assigned members of emergency response team during the activation of Family Court's Continuity of Operations Plan (COOP)
- 7.2 Subsequent to issuance of this policy, the Chief Judge has authority to issue authorization beyond those employees specifically identified in Section 7.1.
- 7.3 All duties of Family Court are to be carried out by using the communication equipment issued and provided to employees of the court.
- 7.4 Managers, Supervisors, and Judicial Officers are not permitted to direct, request, or expect any employee covered under this policy to utilize their personal cell phone to perform business related duties or responsibilities.
- 7.5 Employees are required to report to their Supervisor, a member of the Administrative Management Team, or Human Resources any incident in which they have been directed to utilize their personal cell phone to perform business related duties or responsibilities.
- 7.6 Employees approved to use an authorized cell phone are entitled to reimbursement under Family Court of the State of Delaware fiscal policies related to cell phone reimbursement.