

**ACKNOWLEDGMENT FORM**  
**CELL PHONE USE**

Cell phones, Blackberries, and personal digital assistants (PDAs) are common tools for communication. Use of these tools can be problematic in the workplace. The same policy that applies to personal use of court system telephones applies to the use of personal communication devices in the workplace. Use should be limited to necessary personal business such as checking on the safety of your children or informing family that you will be working late. Personal calls or text messaging should be limited in number and duration so they do not interfere with the conduct of official business. Employees in direct view of the public (Court Security, courtroom or counter/reception personnel) should not use cell phones while working. Even in the back office, cell phones with repetitive ring tones and personal cell phone conversations can be disruptive to employees trying to work. Where ringing cell phones may pose a distraction, employees must keep the ringer turned off. Employees also should speak no louder on a cell phone than they would on any other phone and avoid lengthy discussions. Most importantly, employees are prohibited from using camera cell phones in areas where there is a legitimate expectation of privacy such as courtrooms, restrooms or locker rooms.

*I, \_\_\_\_\_, hereby acknowledge receipt of the Cell Phone Use Policy.*

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*Employee Signature*

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*Date*

**THIS ACKNOWLEDGMENT IS TO BE KEPT IN THE EMPLOYEE'S FILE**