



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

Information Services Division
600 City Hall Annex
25 West 4th Street
Saint Paul MN 55102-1675

Telephone: 651.266.6789
Facsimile: 651-292-6755

5 August 2008

Personal Communication Device Security Policy

1.0 Purpose

The purpose of this policy is to protect City of Saint Paul resources, e.g. Intranet and E-Mail, from unauthorized use by lost or stolen personal communication devices. Safety and security of City of Saint Paul resources is the responsibility of each employee.

2.0 Scope

This policy applies to any use of Personal Communication Devices (e.g. cellular phones, personal data assistants (PDA), other wireless hand-held devices) which are connecting to, or storing data from, City resources.

3.0 Policy

Every Personal Communication Device (PCD) that connects to City of Saint Paul resources must have a password assigned to prevent unauthorized access. Use of personal PCDs is authorized at the owner's expense and must adhere to this policy. Refer to the Personal Communication Device Security Standard for the requirements.

3.1 Loss and Theft

Lost or stolen PCDs must be immediately reported to the HelpDesk or your service provider. This will help mitigate the risk of unauthorized use. Charges for repair due to misuse of equipment or misuse of services may be the responsibility of the employee. The cost of any item beyond the standard authorized equipment is also the responsibility of the employee.

3.1.a During working hours email or call the HelpDesk, ishelp@ci.stpaul.mn.us or 651-266-6767

3.1.b After hours call your service provider immediately to have services disconnected to prevent unauthorized use.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action that leads to being ineligible for continued use of PCDs. Extreme cases could lead to additional discipline, up to and including termination of employment.

5.0 Definitions

Term	Definition
PCD	Personal Communication Device: cellular phones, Blackberry, Palm Treos, Motorola Q, BlackJack, etc.
Confidential or sensitive data	All data that is not approved for public release shall be considered confidential or sensitive.
City Resources	City managed network, systems, and data.

6.0 Revision History