**EAST HOPEWELL TOWNSHIP,**
**YORK COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 09-2026**

**A RESOLUTION BY EAST HOPEWELL TOWNSHIP, YORK COUNTY, PENNSYLVANIA ADOPTING THE EAST HOPEWELL TOWNSHIP-ISSUED MOBILE DEVICE POLICY**

**WHEREAS,** the Board of Supervisors recognizes the need to establish clear and consistent standards governing the use, care, security, and return of township-issued mobile devices; and

**WHEREAS,** the Board finds it necessary to adopt a formal policy outlining authorized business use, limited personal use, data security requirements, and employee responsibilities for township-issued mobile devices; and

**WHEREAS,** the attached East Hopewell Township-Issued Mobile Device Policy sets forth these standards, including provisions stating that "Township-issued mobile devices are to be used primarily for official business communications…" and that "Upon separation… employees are required to return all company-issued mobile devices and associated accessories in satisfactory working condition."; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors of East Hopewell Township hereby adopts the East Hopewell Township-Issued Mobile Device Policy, attached hereto as Exhibit A, effective immediately.

**BE IT FURTHER RESOLVED**, that all employees assigned township-issued mobile devices shall comply with the policy's requirements regarding authorized use, security, care, maintenance, and device return.

**BE IT FURTHER RESOLVED**, that this Resolution and the attached policy shall be recorded in the meeting minutes of the Board of Supervisors and made available to all township employees.

**ENACTED AND ADOPTED** this 4th day of March 2026, effective immediately.

EAST HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:

Laura A. Vasold, Secretary

Todd Warner, Chairman

Mike Kosmicki, Supervisor

Dean Miller, Supervisor

Certified to be a true and correct copy of the Resolution duly adopted by the Board of Supervisors of East Hopewell Township, York County, Pennsylvania, on the 4th day of March 2026.

Laura A. Vasold, Secretary
East Hopewell Township

# EXHIBIT A

# East Hopewell Township-Issued Mobile Device Policy

**Formal Guidelines for Authorized Business and Limited Personal Use**

(As adopted by Resolution No. 09-2026)

## Purpose

This policy establishes formal standards for the use of East Hopewell Township-issued mobile devices, delineating permitted business and restricted personal use. The intent is to optimize employee performance while ensuring proper stewardship and protection of township-owned resources.

## Scope

This policy applies to all employees assigned a mobile device by the township for the performance of their professional duties.

## Policy Provisions

### 1. Authorized Business Use

- Township-issued mobile devices are to be used primarily for official business communications, including but not limited to voice calls, emails, text messages, and secure access to township systems and data.
- Employees are obligated to uphold the confidentiality and integrity of all township information accessed or transmitted via the device.
- Individuals must adhere to all relevant laws and township policies governing mobile device usage, particularly those concerning information security and privacy.

### 2. Permitted Personal Use

- Incidental and reasonable personal use of township-issued mobile devices is permissible, provided such use does not impede job performance or disrupt workplace productivity.
- Personal use must not result in any additional costs to the township. Should any charges arise from personal use, the employee will be required to reimburse the township accordingly.
- Township-issued devices must not be used for any unlawful, unethical, or otherwise inappropriate activities.
- All personnel are strongly advised to limit personal use of township issued mobile devices as the contents may be subject to review for compliance with Right-To-Know requests

## 3. Security and Privacy

- All data stored on or transmitted through township-issued devices remains the property of the township. The township reserves the right to monitor, review, or access such information as permitted by applicable law and internal policy.
- Loss or theft of a township-issued device must be reported to the Township Secretary and the Roadmaster without delay.
- Employees are prohibited from sharing township-issued devices with any unauthorized individuals.

## 4. Care and Maintenance

- Employees bear personal responsibility for the proper care and upkeep of township-issued mobile devices.
- Devices must be safeguarded against loss, theft, and damage. Any incidents of damage or malfunction must be reported immediately to the Township Secretary.

## 5. Device Return Policy

- Upon separation from the township or at the township's discretion, employees are required to return all township-issued mobile devices and associated accessories in satisfactory working condition. If the devices are returned in unsatisfactory condition, the employee will be responsible for all replacement costs, and the last paycheck may be withheld until the devices are returned in satisfactory condition or the cost of the device has been paid.

# Enforcement

Non-compliance with this policy may result in disciplinary measures, up to and including termination of employment and/or initiation of legal proceedings, as deemed appropriate.

# Policy Review

This policy shall be reviewed annually and amended as necessary to ensure continued relevance and alignment with applicable legislation and organizational objectives.

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Employee Name_____Date_____Signature_____

Supervisor initials_____