

DATE SUBMITTED 10/29/2025
 SUBMITTED BY R. ALEJANDRO ESTRADA
 DATE ACTION REQUIRED 11/5/25

COUNCIL ACTION
 PUBLIC HEARING REQUIRED
 RESOLUTION
 ORDINANCE 1ST READING
 ORDINANCE 2ND READING
 CITY CLERK'S INITIALS

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: 1. Approve and adopt the Mobile Device Policy.	
DEPARTMENT INVOLVED: DEPARTMENT OF INNOVATION & TECHNOLOGY	
BACKGROUND/SUMMARY: It is the responsibility of the City of Imperial to implement procedures for the effective use of City-issued mobile devices, communication services, and electronic equipment to increase the City's operational efficiencies. Mobile devices such as smartphones and tablets offer great flexibility and improved productivity for employees. However, they can also create added risk and potential targets for data loss. As such, their use must be in alignment with appropriate standards, and encryption technology should be used when possible.	
FISCAL IMPACT: There is no fiscal impact associated with this action.	FINANCE INITIALS <p align="center"><u>VMS</u></p>
STAFF RECOMMENDATION: Recommendation to approve and adopt the Mobile Device Policy.	DEPT. INITIALS <p align="center"><u>[Signature]</u></p>
MANAGER'S RECOMMENDATION: <p align="center"><u>approve</u></p>	CITY MANAGER'S INITIALS <p align="center"><u>[Signature]</u></p>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> DEFERRED <input type="checkbox"/> REFERRED TO:

<p>POLICY NAME:</p> <p>Mobile Device Policy</p>	<p>AUTHORITY:</p> <p>City of Imperial</p>
<p>APPLICATION:</p> <p>All Employees</p>	<p>DATE APPROVED:</p> <p>November 5, 2025</p>



City of Imperial

Department of Innovation & Technology

Mobile Device Policy
Adopted: 11/05/2025



1. Overview

It is the responsibility of the City of Imperial to implement procedures for the effective use of City-issued mobile devices, communication services, and electronic equipment to increase the City's operational efficiencies.

Mobile devices such as smartphones and tablets offer great flexibility and improved productivity for employees. However, they can also create added risk and potential targets for data loss. As such, their use must be in alignment with appropriate standards, and encryption technology should be used when possible.

2. Purpose

This document outlines the Department of Innovation and Technology's (DoIT) requirements for City of Imperial employees working outside of an office setting.

3. Scope

This policy applies to any mobile device or endpoint computer issued by the City of Imperial that contains stored data owned by the City. e.g., email, text, videos, and photos.

4. Policy

All employees shall assist in protecting devices issued by the City of Imperial and in storing City of Imperial data. Mobile devices are defined to include desktop systems in a telework environment, as well as laptops, PDAs, and cell phones.

Users are expressly forbidden from storing City of Imperial data on devices that are not issued by the City of Imperial, such as storing the City of Imperial email on a personal cell phone, personal laptop, or PDA.

4.1 Anti-Virus, Windows Defender

City of Imperial will issue devices with Windows Defender and Endpoint security installed. Employees are to notify the DoIT immediately if they see error messages for these products. Devices must not be connected to a PC that lacks up-to-date and enabled anti-malware protection or does not comply with City of Imperial policy.



4.2 Mobile Device Modifications

Staff shall not modify the configuration without written authorization from the DoIT. Devices must not be “jailbroken” or “rooted” or have any software /firmware installed that is designed to gain access to functionality not intended to be exposed to the user.

4.3 Applications

Applications that DoIT does not approve are not to be used within the workplace or in conjunction with corporate data. Users must not load pirated software or illegal content onto their devices.

4.4 Keys

All encryption keys and passphrases must meet the complex requirements described in the City of Imperial’s AUP.

4.5 General Care

Devices that malfunction or are damaged must be reported to the DoIT. The City will be responsible for repairing tablets or phones that malfunction.

4.6 Loss and Theft

The loss or theft of any mobile device containing the City of Imperial’s data must be reported immediately.

4.7 Driving

Employees are prohibited from holding a device in their hands while driving. Phones or other devices used for navigation or other necessary functions must be securely mounted in the vehicle

A mobile telephone shall never be used under any circumstances to text, receive, or place calls, surf the web, email, instant message, use any type of Apps, or take pictures or videos while driving a vehicle. Employees may place or receive calls only using an approved hands-free device, as permitted by applicable laws. Employees who are charged with traffic violations resulting from the use of their city-issued mobile devices while driving will be solely responsible for all liabilities, including any fines, penalties, or any actions taken by law that result from such violation.



5. Policy Compliance

5.1 Compliance Measurement

The DoIT team will verify compliance with this policy through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Department of Innovation & Technology and the City Manager's Office in advance.

5.3 Non-Compliance

The City reserves the right to inspect any files stored on mobile devices to ensure compliance with this policy. Individuals do not have any personal privacy right in any information created, received, stored in, or sent from any City-issued mobile device. Any data stored or recorded by a city-issued mobile device is the sole property of the City. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE ACKNOWLEDGMENT

If you have additional questions about this policy, please contact Human Resources and/or DoIT before signing the following agreement.

I have read the City of Imperial's policy on the use of mobile devices and agree to abide by it. I understand that violation of any of the above policies may result in discipline, up to and including termination.

User Name (Printed)

User Signature

Date