

## **WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: \_\_\_\_\_ Weekly Agenda Date: \_\_\_\_\_

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

### **ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

# Mobile Device Management Policy

## Purpose

The Mobile Device Management Policy is to ensure the secure use of mobile devices within the organization. As well as provide guidance on employees eligible to access organization data outside of business hours. This policy provides guidelines for managing mobile devices that access Woodbury County resources and defines employees eligible to access those resources.

## Scope

This policy applies to all employees who use mobile devices to access Woodbury County systems, networks and data. Mobile devices include, but are not limited to:

- Organization-issued mobile devices.
- Personally owned devices authorized to access County resources.

## Policy

All organization-issued mobile devices accessing County organizational data must be enrolled in the Mobile Application Management (MAM) solution.

All employees approved to use their personal use mobile device and accessing County organizational data must be enrolled in the Mobile Application Management (MAM) solution.

If an eligible Employee requests to access organizational data from their personal-use smartphone, they must sign the Personal Smartphone Usage Waiver. Eligible employees are exempt employees as defined by the Fair Labor Standards Act. Hourly employees are not eligible to use their personal phone for accessing organizational data. The waiver can be found on the Employee Portal or by contacting IT. Only after completing the Personal Smartphone Usage Waiver may an employee request IT to setup MAM on their smartphone device.

If an Employee has not been issued a business smartphone or has not been given permission by their department supervisor, organizational data is not allowed to be accessed from their device.

The Employee is responsible for notifying IT when they are replacing their personal use smart device that has access to organizational data.

If a smartphone device with organizational data access is lost or stolen, it is the user's responsibility to promptly report this event to their direct supervisor and the IT Security Team.

If an Employee leaves employment, and the Employee had access to organizational data on their personal smartphone the employee's direct supervisor is responsible for reporting to IT.

Mobile devices must be configured to enforce strong passcodes and inactivity timeouts.

Jailbroken or rooted devices are prohibited from accessing organizational systems.

Personal data on MAM devices will remain private, while organizational data and apps will be managed separately through containerization.

## Policy Compliance

When an end-user is found in violation of this policy, access to organizational resources is revoked and the end-user's supervisor is notified.

## Exceptions

Any exception to the policy must be approved by the IT Security Coordinator or designee in advance.

## Definitions and Terms

### Mobile App Management – MAM

A platform that secures and enables IT control for enterprise applications on end users' personal mobile devices. MAM allows IT administrators to apply and enforce corporate policies on enterprise applications only, leaving the users personal apps and data untouched.

### IT Security Team

The IT Security Team consists of the IT Security Coordinator and other IT employees. Members of the IT Security Team collaborate to manage security for the IT aspects of network resources. Contact the IT Helpdesk for a member of the IT Security Team.

### Organizational Data

Includes but is not limited to; Microsoft 365 data, Outlook items, OneDrive and SharePoint files, Teams data, GIS maps, images, any data that is used for County business.

### Eligible Employees

Includes exempt employees as defined by the Fair Labor Standards Act.

## Revision History

Date of Change	Responsible	Summary of Change
1/21/2025	Chandra Chase	Creation
4/9/2025	Chandra Chase	Revision

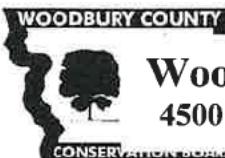
## Secondary Roads

The secretary serves on several statewide committees and regularly attends meetings as part of her role, which helps keep both her and our office informed of new state and national requirements. When she is away from her desk, some of this communication can be time-sensitive especially during payroll weeks. Is there an office that will take over her role of payroll when she is on work hours but away from her desk as I don't have staff that can do that.

Also, the tech II's are out in the field probably more than 50% of their work hours. They are required to answer emails from me throughout this time as they are time and construction requirements that require email communication like shop drawings. They will need this access on their work phones.

## Sheriff's Office

Captain Harlow has requested the civilian jailer Sergeants be allowed access to their emails for safety concerns when preparing for their upcoming shifts.



## Woodbury County Conservation Board

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Aaron Gehling  
Tom Limoges  
Neil Stockfleth  
Christine Zellmer-Zant

Daniel J. Heissel, Director  
Brian Stehr, Deputy Director  
Theresa Kruid, Education Director

01-21-26

Dear Melissa,

Staff listed below are non-exempt and have been determined to need access to emails on their phones for work at the Conservation Board. All of these employees are subject to working non standard work weeks, with nights and weekends involved and are not always in the office in front of their computers to check emails or most importantly the calendar we utilize for work in Outlook. I could get into reservations and confirmations through email, but I think you can get the picture.

[REDACTED] Office Manager  
[REDACTED] Naturalist  
[REDACTED] Naturalist  
[REDACTED] GIS/Resource Tech  
[REDACTED] Asst. Resource Manager, Southwood  
[REDACTED] Technician, Southwood  
[REDACTED] Asst. Resource Manager, Snyder Bend  
[REDACTED] Technician, Snyder Bend  
[REDACTED] Asst Resource Manager, Little Sioux  
[REDACTED], Technician, Little Sioux

The two open positions are in the process of being filled and names can be supplied when those employees are hired.

Yours In Conservation!

Sincerely,

Dan Heissel, Director  
Woodbury County Conservation Board