

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

EMPLOYEE PERSONAL MOBILE DEVICE POLICY

A. Purpose

The purpose of the Employee Personal Mobile Device Policy is to provide guidance and information to employees of the Court on the appropriate use of personal mobile devices while in Court facilities, hereinafter referred to as the "Personal Mobile Device Policy."

B. Definitions

1. Court - The term "Court" is defined as all employees of the United States District Court, Eastern District of Michigan which includes staff of the Clerk's Office, Probation Department, Pretrial Services Agency, Judicial Chambers, Court Reporters, and Staff Attorneys, unless specifically excluded in the eligibility section of the policy.
2. The term "Personal Mobile Device" includes, but is not limited to employees' personal cellular telephones, smart phones, PDAs, tablets, laptops, iPads, iPods, Nooks, Kindles or any device capable of transmitting wireless communication, photography or video.
3. The term "Court-issued official photographic identification" refers to either the Court Building Security Access Badge or the Federal Identification Card (yellow border laminated ID) issued to all Court employees.

C. Eligibility

The Personal Mobile Device Policy applies to all Court employees. The Judicial Branch considers interns as employees, albeit uncompensated ones, and therefore any reference in this policy to "employees" shall be deemed to include interns.

D. Policy

1. Employees must present Court-issued official photographic identification to bring a personal mobile device into federal court facilities.
2. Employees must undergo the normal security screening procedures for their personal mobile devices.
3. Employees' personal mobile devices may be used only with the permission of their immediate supervisor, at their workstation or office, or other area designated by their immediate supervisor, and must be turned

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

EMPLOYEE PERSONAL MOBILE DEVICE POLICY

off whenever an employee is away from their work station or office. Employees' personal mobile devices may not be used elsewhere while in the federal court facility.

4. Employees' personal mobile devices cannot be displayed in any manner, i.e., they may not be worn or carried by an employee away from their workstation or office. Court issued mobile devices may be worn or carried by Court employees if necessary in the performance of their official duties.
5. The use of personal mobile devices for photographic, audio or video recording or transmittal within federal court facilities is strictly prohibited.

Note: If an employee is uncertain whether a particular device is subject to this policy, they should consult with Human Resources. Failure to adhere to this policy may result in limitation or loss of the privilege to bring personal communication devices into federal court facilities.

Please contact the Human Resources Department with any questions (313) 234-5065.