

**COUNTY OF GRANT, STATE OF NEW MEXICO
RESOLUTION NO. R-25-09**

**A RESOLUTION TO ADOPT THE GRANT COUNTY GPS AND EQUIPMENT USAGE
POLICY**

WHEREAS, the Board of County Commissioners of Grant County, New Mexico, recognizes the importance of ensuring the safety, security, and proper use of County-issued equipment, including GPS systems, cell phones, parcel maps, cameras, and emergency communications devices; and


WHEREAS, the County seeks to establish clear guidelines and responsibilities for the use of such equipment by employees and contractors to enhance operational efficiency and accountability; and

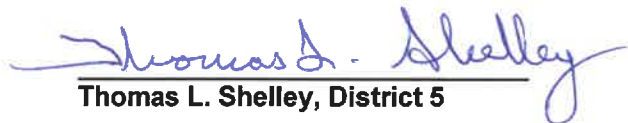
WHEREAS, this policy has been developed to align with best practices, promote compliance with County standards, and protect the property and data integrity of Grant County; and


NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Grant County, New Mexico.

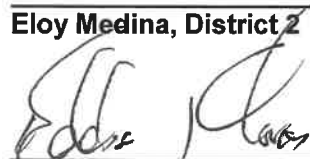
Grant County


Chris Ponce, District 1

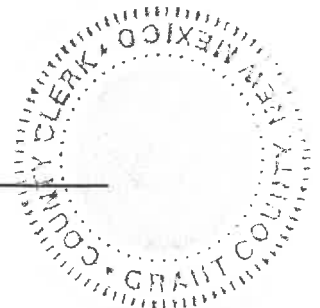

Nancy Stephens, District 3


Thomas L. Shelley, District 5


Eloy Medina, District 2


Eddie Flores, District 4

ATTEST: 
Connie Holguin, Clerk



R-25-09

PASSED, APPROVED, and ADOPTED by the Grant County Board of Commissioners on this 9th day of January 2025, in Silver City, Grant County, New Mexico.

Grant County GPS and Equipment Usage Policy

Purpose

This policy aims to ensure the safety, security, and proper use of County GPS systems, issued cell phones, parcel maps, cameras, and handling of emergency communications within Grant County

Scope

This policy applies to all employees and contractors of the Grant County who utilize office-issued equipment and systems.

Equipment Covered

- GPS systems
- Issued cell phones
- Parcel maps
- Cameras
- Emergency phone calls and texts

Policy Guidelines

1. GPS Systems

- **Usage:** The GPS systems are to be used for official business purposes only, including navigation to assessment sites, ensuring personal safety, and providing verifiable location records.
- **Safety:** Employees must ensure the GPS system is active and functioning properly during work hours and immediately report in writing to their designated supervisor any problems with the system functioning properly.
- **Accountability:** Location data from the GPS system can be reviewed to resolve any disputes or questions about site visits and travel routes.

2. Issued Cell Phones

- **Usage:** Issued cell phones are to be used primarily for work-related communications. Personal use should be limited and not interfere with work duties.
- **GPS Functionality:** The GPS functionality on cell phones shall be enabled by employees during work hours to assist with navigation and safety.
- **Emergency Contacts:** Employees must ensure they have emergency contacts saved on their issued cell phones and know how to use the emergency call feature.

3. Parcel Maps

- **Usage:** Parcel maps are to be used for accurate and efficient location of properties and assessments.
- **Updates:** Employees must ensure that they are using the most up-to-date maps available and immediately report in writing to the [insert title] any discrepancies or outdated information.

4. **Cameras**

- **Usage:** Cameras are to be used to document property conditions and any relevant assessment details.
- **Data Security:** All images and videos shall be securely stored and transferred to the office's central system by the employee before the end of the work day.
- **Privacy:** Employees are expected to respect the privacy of property owners and only capture images that are necessary for assessment purposes.

5. **Emergency Communications**

- **Phone Calls and Texts:** In case of emergencies, employees should use their issued cell phones to call or text the designated emergency contacts or emergency services.
- **Protocols:** Employees are expected to follow established protocols for different types of emergencies (e.g., medical emergencies, accidents, threats).
- **Reporting:** Any emergency situations must be reported to the office management immediately, including the nature of the emergency and actions taken.

Responsibilities

- **Employees:** Must adhere to the guidelines and use the equipment responsibly and for their intended County-related purposes.
- **Supervisors:** Responsible for ensuring that employees understand and follow this policy, and for providing training and resources deemed necessary by the County.
- **Office Management:** Responsible for maintaining the equipment, ensuring data security, and updating the policy as needed.
- All employees acknowledge the equipment referred to herein and the data stored therein is the property of the County and all employees are expected to properly care for such equipment/data, avoid misuse, and immediately report in writing to the [insert title] any damage to such equipment/data.

Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Review

This policy will be reviewed and updated as deemed necessary by the County to ensure it remains effective and relevant to the needs of the Grant County