



Florida Department of Transportation

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POLICY

Effective: March 10, 2020
Office: Transportation Technology
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TEXT MESSAGING POLICY

It is the policy of the Florida Department of Transportation (Department/FDOT) to increase mobile productivity by enabling text messaging. All FDOT mobile devices will be text-enabled.

Text messaging should only be used to communicate information that is transitory in nature and may not be used as a replacement for an official approval method. Texting shall only be used for official business purposes and are subject to public records requests in accordance with Chapter 119, Florida Statutes.

Text messages regarding FDOT business must be sent, received, copied or forwarded to at least one FDOT owned electronic device for record retention and disposition management.

Confidential or sensitive data may not be transmitted via text message. Although images are allowed, file attachments (Word, Excel, PDF, etc.) are prohibited. FDOT employees shall follow common security practices concerning digital communication and must never open an attachment and/or link from an unchecked source.

FDOT mobile device users shall adhere to all state and local laws regarding operating a motor vehicle while texting. FDOT employees shall not create, send or read text messages while operating an FDOT owned, other government-owned, rental, or personal vehicle on FDOT business.

Actions that are determined to be violations of this policy will be subject to disciplinary action in accordance with the Department's **Disciplinary Standards**. Failure to comply with this policy may result in disciplinary action up to and including dismissal.

Kevin J. Thibault, P.E.
Secretary