



POLICY AND PROCEDURE

Subject: Issuance and Use of City Owned Cell Phones	Index: Number: 02-2
Effective Date: 04/4/02	Prepared By: City Manager
Supersedes: New	Approved By:

1.0 PURPOSE:

The purpose of this Policy and Procedure is to establish a policy for the issuance and use of City owned cellular telephones. The acquisition of technological advances can significantly enhance service delivery. The cellular telephone is both practical and economical especially for safety services and emergency communications.

This document sets forth the City's policy with regard to acquisition, accountability, reimbursement, and use of cellular telephones.

2.0 POLICY:

The management recognizes the benefits of issuing cellular telephones to selected officials and employees to facilitate conducting City business.

- A. It is the policy of the City to promote efficient and effective communications. To achieve this objective, each department has complete authority to acquire cellular telephones.
- B. Each Department Director has the authority to approve acquisition of cellular telephones upon sufficient departmental budget funds for acquisition and use.
- C. Each Department Director and user is responsible for the security, maintenance, provider selection, and timely billing payment. Personal use of such equipment is discouraged; however, management recognizes that occasionally it may be necessary.

- D. Any equipment purchased by the City is owned by the City and should be returned to the City when the employee separates from service or when the need for such equipment no longer exists.

3.0 PROCEDURE:

A. Acquisition

1. Each Department Director has complete responsibility for the purchase and monthly expenses of cellular telephones. Each Department Director shall be responsible for providing a comprehensive list of cellular telephone numbers to the Director of Finance.
2. Department Directors have the authority to approve cellular telephone acquisitions based on sufficient departmental budget funds for the purchase and use. Selection of a cellular service provider shall be coordinated with the Director of Finance.

B. Accountability

1. Department Directors are responsible for authorization, deployment and use of cellular telephones to contain costs, ensure departmental accountability and personal responsibility, and prevent improper use.
2. Department Directors and users are responsible for each cellular telephone bill within their department. The City reserves the right to audit/review cellular telephone bills. Appropriate disciplinary action may be taken if an employee is found in violation of this policy.
3. Employees will be issued a cellular telephone if authorized by the Department Director. The Department Director shall annually review the list of users to ensure that designated employees continue to demonstrate a need for the cellular telephone.
4. Any equipment purchased by the City is owned by the City and should be returned to the City when the employee separates from service or when the need for such equipment no longer exists.
5. Misuse or abuse of a City-owned cellular telephone will be the responsibility of the user. The City reserves the right to disclose any use of a City-owned cellular telephone to law enforcement officials without any prior notice to any employees who may have used them.
6. Loss or damage to a City-owned cellular telephone shall be reviewed by the Department Director and reported to the Finance Director.

C. Reimbursement

1. Employees should make every effort to avoid using City cellular telephones for person calls. However, management recognizes that from time-to-time employees may need to use their City-issued cellular telephone for personal calls.

2. Under each respective cellular plan, you are authorized a certain number of minutes that are included in the respective plan. For example, it may be 400 or 600 minutes (example only). If you are using the City-owned telephone to make personal calls, the employee shall be responsible for paying for any minutes exceeding the monthly allocation for that telephone.
3. Checks should be made payable to "City of Greenfield," not the cellular telephone service provider.

D. Use of Personal Cellular Telephones

1. Occasionally, employees who do not have a City-issued cellular telephone may need to use their personal cellular telephone for critical City business. These calls may be eligible for reimbursement by the City, provided no other option (i.e.; pay phone, hotel phone, or home phone) is available. Use of personal cellular telephones is discouraged, due to the high cost of cellular phone usage versus standard telephone usage.
2. Employees who privately purchase cellular telephones should not include the City as co-owner or co-lessee.