
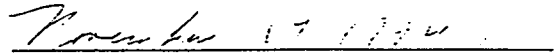


Administrative Order No. 94-02


Approval



Approval Date

Title: Cellular Telephone Acquisition and Use

Date Issued: November 9, 1994

Sponsor's Name: Ed Oberg

Sponsor's Department: Finance, Information and Personnel Services

Purpose/Short Description: In response to concerns expressed by the State Auditor and Attorney General's Office over the use of cellular telephones, the Association of Washington Cities has developed guidelines for cellular acquisition and employee cellular usage. We believe these guidelines are acceptable to the Auditor and Attorney General, and are presented here in a fashion appropriate to the City's application.

The effective management and application of information technology (including cellular telephones) improves the quality of service delivered to Bellevue's citizens, the productivity of the City workforce, and the general cost effectiveness of the City operation. The City's use of cellular telephones is increasing as employees are asked to do more with less. Cellular technology provides assistance with disaster recovery, and offers portable alternatives for immediate communication, enabling time and distance to be managed more effectively. This Administrative Order establishes the City's policy for the acquisition and use of City-owned cellular telephones.

Text of Order:

Acquisition policy: Cellular telephones are to be acquired following the City's purchasing policies and procedures and shall conform to the standards prescribed by the Information Services Division of the Department of Finance, Information and Personnel Services.

The following factors shall be considered in all cellular telephone acquisitions:

1. Cellular usage costs compared to alternative communication costs.
2. Level of employee need and usage.
3. Departmental authorization of employee use.

All City-owned cellular equipment shall be inventoried by the purchasing Division of the Department of Finance, Information and Personnel Services for internal auditing purposes.

Usage Policy: Because cellular phone accounts are billed on a time-used basis, City-owned cellular telephones and services should not be used when a less costly alternative method of communication is safe, convenient, and readily available.

The City of Bellevue reserves the right to audit all City-owned cellular telephones and their use, which will include but not be limited to, a review of the monthly billing by the employee's supervisor.

Cellular transmissions are not secure. Therefore, employees should use discretion in relaying confidential information, and reasonable precautions should be made to prevent equipment theft and vandalism.

Employee Personal Use: Cellular phones provided by the City are intended to be used for City business exclusively. Calls home or to the family, etc. by City staff when required to work extended hours shall be considered business calls.

However, if an employee does need to make or receive a personal call on a City-owned cellular phone, then that employee is required to pay the City the full cost of such calls. Employees in such circumstances are required to assist the designated requisitioner in her/his department to differentiate between business-related and personal calls, and to remit the full amount owed for personal calls within 30 days of first notification by the department.

Personal Use of Shared Cellular Phones/Cellular Phones Installed in Vehicles: In those circumstances when a City-owned cellular phone is not assigned to an individual but rather is shared by more than one employee, all employees who make or receive any personal calls on such phones shall retain a record of such calls including the date, cellular telephone number, and inbound/outbound telephone number. Such employees shall then be required to assist in reconciling cellular phone bills in accordance with departmental procedures.

Employee-Owned Cellular Phones: Employees who conduct City business over employee-owned cellular phones may apply for reimbursement for such calls. To receive reimbursement, employees must document the date and purpose, of the call along with the original phone bill.