

# CELLULAR TELEPHONE POLICY



## POLICY/PROCEDURE

TITLE <b>CELLULAR TELEPHONE POLICY</b>		NUMBER 600-03-03
EFFECTIVE DATE October 15, 2003	SUPERCEDES 600-95-01	PAGE NUMBER 1 OF 5

**Section Index:** 1.0 General  
                  2.0 Policy  
                  3.0 Procedures

### 1.0 General

- 1.1 The purpose of this policy is to establish guidelines regarding the use of City-owned cellular telephones; to explain the use and cost of cellular telephone service for City business purposes; to provide a continual, up-to-date inventory; to provide proper training in the use of cellular telephones for all designated City staff; and to help assure that any personal calls on cellular phones are properly reimbursed to the City of Everett.
- 1.2 This policy affects all employees.
- 1.3 This policy is initiated by City Administration and the Facilities and Property Management Department.

### 2.0 Policy

- 2.1 Cellular telephones are issued to City staff when their current job justifies receiving or making calls away from their office or work base.
- 2.2 The cellular telephone is the responsibility of the employee or group of employees to which it was issued.
- 2.3 The cellular telephone is to be used solely by the employee or the group of employees to which it was issued.

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- 2.4 The cellular telephone is to be used for calls that pertain to the specific job, project, or work assignment for the business of the City of Everett.
- A. Cellular telephones assigned to an employee – Personal cellular telephone call(s) are permitted when appropriate, with the understanding that the total cost of the call(s) will be reimbursed to the City of Everett within 30 days of the employee's receipt of the cellular telephone detail report.
  - B. Cellular telephones assigned to a group of employees – Personal cellular telephone calls are strongly discouraged but are permitted when appropriate, with the understanding that the total cost of the call(s) will be reimbursed to the City of Everett within 30 days of the employee's receipt of the cellular telephone detail report.
- 2.5 Use of a cellular phone should be limited to instances when a less costly means of communication is not available.
- 2.6 Department Directors will be responsible for assuring compliance with the Cellular Telephone Policy and Procedures.

### 3.0 Procedures

- 3.1 Requests for new cellular lines of service should be submitted during the budget process using the Telecommunications Budget Request Form. Each request will be reviewed and if additional information is required during this process the department will be asked to fill out the Cellular Telephone Request Form. The request will be either approved or denied before the end of the budget process and the requesting department will be notified as to the status of their request.

When a requirement exists after the budget process, the department will request a new cellular line of service using the Cellular Telephone Request Form. This 2-page form must be completed and approved by the department Director. The forms will then be forwarded to the Telecommunications Division for informational comments and pricing. The Telecommunications Manager and the Facilities/Property Management Director or designee, will review and approve/deny the request. Requests for multiple phones will be reviewed on an individual basis with the possibility of approving/denying all or part of the request. At any time, the Telecommunications Manager and the Facilities/Property Management Director can and will bring requests to the CAA for review and guidance. The requesting department is responsible for the purchase and use of the cellular telephone and cellular accessories.

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- 3.2 The Facilities and Property Management Department will maintain an inventory that will be sent to each department annually for review. It is the responsibility of each department to notify the Facilities and Property Management Department when a telephone is reassigned from one employee to another.
- 3.3 The Facilities and Property Management Department will arrange and provide training in cellular telephone usage.
- 3.4 The Telecommunications Division of the Facilities and Property Management Department will pay for all cellular service relating to City business and charge each department on a yearly basis for their cellular costs through the "Interfund Matrix". The cellular costs will be based on actual prior year usage with a determined percentage increase based on the current market rate of service. If during a budget year, the department exceeds their allotted cellular budget, they will be requested to provide funding for the remainder of the year. Quarterly reports will be sent to each department, with additional reports to departments that show signs of exceeding their cellular budget.
- 3.5 Cellular telephone service is based on the Washington State Contract or an appropriate government usage based rate plan with a cellular service vendor.

Employees are discouraged from making personal calls on their City issued cellular telephones. All personal calls on City issued cellular telephones are the responsibility of the employee to whom the phone is issued. All personal cellular telephone calls, as shown on billings for calls made on or after that date, regardless of the rate plan, shall be billed and reimbursed on a "per minute" basis in a predetermined amount plus the actual long distance and roaming charges. The predetermined amount for reimbursement purposes shall be Twenty Cents per minute plus the actual long distance and/or roaming charges, effective 30 days after the effective date of this policy.

- 3.6 Telecommunications will receive the City's monthly cellular phone bills and stamp each one with a "certification" stamp. The bills will be separated by department and distributed with a cellular summary sheet summarizing the department's monthly activity. The cellular summary sheet and bills will be sent to the department's designated division representative.
  - A. Cellular telephone assigned to an employee – The department representative is responsible for distributing the cellular phone bills to the employees. The employees must review the detail billings, highlight any personal phone calls, include a personal check or money order for the

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amount of the personal calls, sign the billing as acknowledgement of review, and return the certified billing to the department representative within thirty (30) days. The signed billing must be returned to the department representative whether or not there are personal calls. The department representative must also acknowledge with a signature on the cellular summary sheet that all billings have been reviewed and signed by the users. The department Director must also sign the cellular summary sheet.


- B. Cellular telephones assigned to a group of employees – since personal phone calls are strongly discouraged, only the department Director's or designee's signature would be necessary on a group cellular phone bill. The department Director or designee must review the detail billings and identify any unusual phone calls. Unusual phone calls could include large dollar amounts, out of state calls, high minutes, etc.

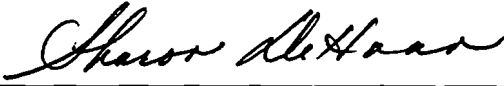
It is up to the department Director or designee, based on his/her knowledge of normal business for that particular group phone, to have other users review the bill as necessary or just sign the billings themselves. The certified billing must be returned to the division representative. The division representative must acknowledge with a signature on the cellular summary sheet that all billings have been reviewed and signed by the users. The department Director must also sign the cellular summary sheet.

- 3.7 The division representative is responsible for sorting the returned certified cellular phone bills and placing the bills with personal calls directly under the cellular summary sheet followed by those bills with no personal activity. The division representative forwards the department's signed cellular summary sheet, the certified cellular phone bills, and the employee's payments made out to the "City of Everett" in the amount of the personal charges to the Telecommunications Division of the Facilities and Property Management Department.
- 3.8 Telecommunications will review each department's packet to ensure the division representative and the department Director signs the cellular summary sheet. The individual telephone bills are certified, and the checks total the personal phone calls identified.
- 3.9 Telecommunications will prepare the deposit for the Treasurer's Office by totaling all of the checks by department and listing the amount being reimbursed to the City on the cellular bill deposit sheet. This deposit sheet and the checks will be brought to the Treasurer's Office and deposited.
- 3.10 Telecommunications is also responsible for delivering a copy of the cellular bill deposit sheet, the cellular summary sheets, and the cellular

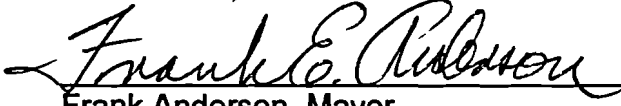
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telephone bills to the City Clerk's Office of the Finance Department. The records will be filed and maintained for review in the City Clerk's Office. A copy of the deposit sheet and the cellular summary sheets will also be filed with the City of Everett Auditor and the Telecommunications Manager.

Issued by:   
Carlton Gipson, Facilities and Property Management Director

Approved by:   
Sharon DeHaan, Labor Relations/Human Services Director

Approved by:   
Larry Crawford, Chief Administrative Assistant

Approved by:   
Frank Anderson, Mayor



CITY OF EVERETT  
CELLULAR PHONE REQUEST FORM

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Type of cellular requesting:       Standard               Radio Enhanced

Hours/days equipment to be used: *(Check all that apply)*

8-hour day       24-hour on-call       Monday-Friday       Weekend

Position Title: \_\_\_\_\_

What are the specific job duties of this position that require a cellular phone to be issued? \_\_\_\_\_  
\_\_\_\_\_

Has a cellular telephone been issued to this position before?

Yes       No

If you answered No, would you be willing to try one to make sure that it is the best option for this position?       Yes       No

If this position is in a work group, are there other cellular telephones in the workgroup?       Yes       No      How many? \_\_\_\_\_

Can any of these phones be shared? *i.e., different shifts, daily workload needs*

Yes       No

ALTERNATE EQUIPMENT CHOICES

Radio

Does this position have access to a city radio?       Yes       No

If yes, is it an option?       Yes       No

*If you answered YES, please explain why you are requesting a cellular telephone:*

\_\_\_\_\_

*If you answered NO, please explain why it isn't an option:*

\_\_\_\_\_

Pager

Is a digital or alpha/numeric pager an option?       Yes       No

*If you answered no, please explain:* \_\_\_\_\_

\_\_\_\_\_