

CITY OWNED CELLULAR PHONES

The acquisition and use of cellular phones by City Departments shall be in accordance with this policy. The purpose of this policy is to ensure cellular phones are used in the most expeditious manner and to provide guidelines in the acquisition and use of such equipment.

A. Acquisition

The purchase and/or installation of cellular phones shall be approved by the Department Head. It shall be the responsibility of the Department Head to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

B. Use of City Owned Cellular Phone

Cellular phones owned by the City shall be used only for authorized City business as determined by the Department Head and the individual employee's job requirements. The general use of cellular phones shall not be in lieu of more cost effective, practical and available means of communication.

Cellular phones may be used for personal reasons only in an emergent situation when no other immediate means of communication is available to the employee. In such event, the employee shall reimburse the City for the cellular phone charge incurred.

It is the responsibility of the Department Head or his or her designee to provide for a routine examination of cellular phone billing summaries to ensure proper use of such equipment.