

CELLULAR TELEPHONE POLICY

I. Purpose

The purpose of the Cellular Telephone Policy is to outline criteria for the purchase and use of cellular telephones, and to establish guidelines for reimbursement to employees using personal cellular telephones for City business purposes.

II. Policy

It is the policy of the City of Richland to provide employees with efficient, cost effective telephone communication equipment and services. The purchase and utilization of cellular telephones shall be limited to the requirements and specifications contained in this guideline.

The acquisition of cellular telephones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential City business or to improve safety, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The purchase of cellular telephones shall be subject to approval by the City Manager.

The policies and procedures of this guideline apply to all City departments except the Police Services and the Fire and Emergency Services Departments.

III. Responsibility

A. Department Directors/Division Managers

Department Directors/Division Managers shall assign each cellular telephone to one specific individual, Assigned User, ("Assignment of Cellular Telephone" [SS90-01C] form) and shall ensure appropriate controls are in place for check-out, return, security, and maintenance of the equipment.

B. Assigned User

The Assigned User shall:

- Ensure a City of Richland Identification Tag is affixed to the cellular telephone. Identification tags and fixed asset forms are available from the Finance Division.

- Inform other users of City guidelines on the use of cellular telephones and obtain the signature of each additional user on the "Assignment of City Provided Cellular Telephone" (SS90-01C) form.
- Control and monitor the use and return of the equipment.
- Monitor and approve billing details, and process payment requisitions.

IV. Definitions

- A. Assigned User: The individual to whom the cellular telephone is assigned and who is responsible for controlling user access and any required transfers or returns of the equipment to other users within the division/department.
- B. Additional User: Personnel other than the Assigned User within the division/department who are authorized to use the cellular telephone.

V. Procedure

- A. Purchase of Cellular Telephones Included in the Annual Budget

Requests for cellular telephones will be handled through the normal City budget process. A "Capital Outlay & Equipment Worksheet" form should be included in the Department/Division budget preparation package. Cellular telephone purchases shall be coordinated by the office of the Deputy City Manager for Administrative & Community Services.

- B. Non-Budgeted Cellular Telephone Purchases

Requests for the purchase of a cellular telephone not included in the annual budget shall be made through the Budget Adjustment process. A properly completed "Request for Cellular Telephone" form is to be processed along with the Budget Adjustment. Approved cellular telephone purchases shall be coordinated by the office of the Deputy City Manager for Administrative & Community Services.

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C. Use of City-Provided Cellular Telephones

Use of cellular telephones shall be authorized only when there is a demonstrated need for the use of the equipment for the purposes listed in Section II of this guideline. Using City cellular telephones for personal purposes is prohibited except in the case of an emergency.

D. Reimbursing for Personal Calls on City Cellular Telephones

Employees shall reimburse the City for any personal calls made on City cellular telephones. In the event of an emergency necessitating a personal call on a City cellular telephone, the employee making the call shall:

- Keep a record of the date, time and identifying information for the call.
- Identify personal calls on the billing detail and reimburse the City by check or money order included with the payment requisition.

E. Reimbursing for City Business Calls on Privately Owned Cellular Telephones

Employees using privately owned cellular telephones may be reimbursed for direct air time for calls to conduct authorized City business when evidenced by a billing detail. Reimbursement shall be made through the City's expense claim process with the billing detail attached. City business calls are to be identified, including name of person/agency called and reason for call.

By: Deputy City Manager
Administrative & Community Services

Approved: 

ASSIGNMENT OF CELLULAR TELEPHONE

Assigned User: _____ Dept/Div: _____

Make of Cellular Telephone:	Cellular Telephone No:	
Model No:	Serial No:	City I.D. Tag No:

- USE OF CITY OF RICHLAND CELLULAR TELEPHONE:**
- City-owned cellular telephones and services shall be used only for City business and in the event of personal emergencies and shall not be used predominantly for personal calls.
 - Cellular telephones are not to be used when a less costly alternative is safe, convenient, and readily available.
 - The City reserves the right to monitor the use of all City-owned cellular telephones.
 - Cellular transmissions are not secure. Discretion should be used in relaying confidential information.
 - Reasonable care should be taken to prevent equipment loss or damage.
 - Authorized calls are defined in Section II of the Cellular Telephone Policy, Procedure Guideline No. 3230.
 - Employees will provide telephone numbers and identifying information for personal calls made on City cellular telephones. Failure to provide this information may result in loss of cellular telephone use.
 - The employee shall identify personal calls on the billing detail and reimburse the City by check or money order included with the payment requisition. Failure to reimburse the City within 20 days of receipt of invoice may result in deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if employee has received final check upon termination of employment.

I have read, understand and agree to City standards for use of cellular telephone as specified above and contained in the Cellular Telephone Policy. If I fail to return the assigned equipment when requested to do so, I become liable to the City for the full replacement cost and authorize the City to deduct said amount from my paycheck or final check upon termination of employment.

As the Assigned User, I further agree to be responsible for controlling access, transfer and return of the equipment to Additional Users; and, to monitor, approve and process payment requisitions for all billings.	
* Assigned User:	Date:
**Additional User:	Date:
**Additional User:	Date:
**Additional User:	Date:
**Additional User:	Date:
**Additional User:	Date:
**Additional User:	Date:
**Additional User:	Date:
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_____ Dept/Div. Head	_____ Date

* Assigned User: The individual to whom the cellular telephone is assigned and who is responsible for controlling user access and any transfers and returns of the equipment to other users within the division/department; and who will monitor, approve and process billings and payment requisitions.

**Additional User: Personnel within the division/department who are authorized to use the cellular telephone.

MAIL COPY TO ADMINISTRATIVE & COMMUNITY SERVICES DEPT

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[SS90-01C - 6/94]

REQUEST FOR CELLULAR TELEPHONE

(Used If Cellular Telephone Is Not Included In Annual Budget)

Why is this equipment needed?

Why is the use of other communications not possible or practical?

Type of cellular telephone desired:

Assigned User (Individual responsible for the equipment):

COST	Fund	Division #	BaSub El	Object Code
\$				

AUTHORIZED BY:	Department Head
	City Manager
	Deputy City Manager for Administrative & Community Svcs

Distribution Original: Administrative & Community Services
 Yellow: Finance (Budget Prep. Input / Budget Adjustment File)
 Pink: Originating Department/Division [A&CS cellular.req]

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