

**CITY OF LANGLEY**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF LANGLEY,  
WASHINGTON** adopting a Policy for the Purchase and Use  
of City Cellular Phones

**WHEREAS**, it is in the City's best interest to establish clear, uniform policies  
and guidelines for the use of Cellular Phones for City business;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE  
CITY LANGLEY** that:

Exhibit A, City of Langley Cellular Phone Policies attached hereto and incorporated  
herein by this reference is hereby adopted.

Passed by the City Council of the City of Langley and approved by the Mayor at a  
regularly scheduled public meeting this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
**PAUL O. SAMUELSON, Mayor**

ATTEST:

\_\_\_\_\_  
DEBBIE L. MAHLER, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
GRANT WEED, City Attorney

## City of Langley Cellular Phone Policy

1. Purpose:

To authorize the City's Policy on use of City cell phones to transact official City business.

2. Employees Affected:

All employees.

3. References:

City of Langley Resolution No. \_\_\_\_

4. Policy:

4.1. 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.

4.2. The purchase of cellular phones shall be approved by the Department Head and the Director of Finance only in 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. 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 purchase.

4.3. 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.

4.4. The City recognizes those occasions arise in which personal calls need to be made or received on a cellular telephone. However, it is intended that cellular telephones be used for city business related purposes. Personal calls are to be minimized. The City reserves the right to monitor the use of all City owned cellular telephones and has the authority to withhold any un-reimbursed amounts for excess personal use from the employee's wages.

4.5. 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 the name of person/agency called and reason for call.

To authorize for City's Billing Bureau to bill for City call records a message should be sent to the Billing Bureau.

Director, Billing Bureau

All employees

Management

City of Chicago, Illinois

Illinois

The following information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information.

The purpose of this document is to provide you with information regarding the City's Billing Bureau. This information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information.

The following information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information.

The following information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information.

The following information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information. This information is being provided to you for your information.