

CITY OF MILTON
CELLULAR TELEPHONE POLICY
Revised November 16, 2009

1.0 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 employees' personal use of City cellular telephones.

2.0 POLICY

It is the policy of the City of Milton to provide employees with efficient, cost effective telephone communication equipment and services for conduct of City business. The purchase and utilization of cellular telephones shall be limited to the requirements and specifications contained in this guideline. The policies and procedures of this guideline apply to all City departments.

3.0 ACQUISITION

The acquisition of cellular telephones shall be limited to those instances in which there is a 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 Department Head and will be processed through the Cellular Telephone Coordinator.

4.0 RESPONSIBILITY

4.1 Cellular Telephone Coordinator

The Mayor or designee shall designate a Cellular Telephone Coordinator for oversight of all City cellular telephones.

4.2 Department Heads

The Department Head or designee shall assign each cellular telephone to one specific individual, and shall ensure appropriate controls are in place for checkout, return, security, and maintenance of the equipment.

The Department Head or designee will insure that all individuals have read and signed the Assignment of Cellular Telephone form and will return a copy of each signed form to the Cellular Telephone Coordinator.

It is the responsibility of the Department Head or designee to provide for a routine examination of cellular telephone billing detail to ensure proper use of such equipment.

5.0 USE OF CITY-OWNED CELLAR 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 this policy. Only the assigned user who has signed the assignment of cellular telephone form, may use City owned telephones.

Unless cellular phones are used in accordance with Section 6 below, cellular telephones may be used for personal reasons only for necessary work-related situations such as unanticipated overtime or a family emergency situation when no other immediate means of communications is available to the employee. These calls are not expected to be reimbursed.

Use of a texting feature on cellular phones must be for City business purposes only and must have the prior approval of the Cellular Phone Coordinator and the Department Head

Cellular transmissions are not secure. Employees should use discretion in relaying confidential information.

Reasonable precautions should be made to prevent theft and vandalism of any cellular telephone. Employees assigned cellular telephones must immediately report the loss or theft of their cell phone to their supervisor or department head. In the event that a cellular telephone is lost, stolen, or vandalized due to an employee's failure to use reasonable precautions, the City may require the employee responsible for such cellular telephone to reimburse the City for the reasonable cost to replace such telephone.

Upon the City's request or upon leaving employment with the City of Milton, an employee is responsible for returning the cellular telephone to their supervisor or department head.

Cellular phone use in violation of any local, state, or federal law is prohibited. Cell phone use in violation of department work policies or for the purpose of personal financial gain is prohibited.

Employees must abide by State law regarding the use of cellular phones and text messages while operating a motor vehicle.

6.0 PERSONAL USE OF CITY CELLULAR PHONES

With the approval of the Cellular Telephone Coordinator and the Department Head, an employee may choose to use a City issued cellular phone for personal use by the employee sharing in the cost of the cell phone..

The cost of personal use of a cell phone, under the provisions of this section, shall be shared by the employee through a monthly payroll deduction, which must be authorized by employee as part of the approval process for such use.

The Cellular Telephone Coordinator shall establish a monthly reimbursement amount, applied equally to all employees, based upon a share of the cost of the cellular phone to the City. The monthly cost will be reviewed annually and adjusted as the cost to the City changes.

Personal use of City cell phones shall not interfere with the conduct of City business through use of the cell phone.

Personal use of cellular phones shall not include out-of-service area calls that incur long distance or roaming charges. If such charges are incurred, the employee shall be responsible to reimburse the City for such charges and personal use of the cell phone may be revoked.

Personal use of City cell phones shall comply with the provisions set forth in Section 5 of this policy.

7.0 REIMBURSEMENT OF CITY CALLS WITH PERSONAL PHONE

Employees using privately owned cellular telephones may be reimbursed by the City for direct air time for calls to conduct authorized City business. In order to do so, an employee must sign an affidavit stating that the City's cellular provider does not cover the area of the call. The employee will be required to keep a record of the date, time and identify the purpose/information for the call on the personal cellular telephone. Reimbursement shall be made through the City's expense claim process with the billing detail. All City business calls must be identified, including name of person/agency calling/called and reason for the call. The City will not reimburse the employee for more than \$35 per month for use of personal cellular phone use.