

Cell Phone Policy

Updated October 28, 2019

CELLULAR TELEPHONE POLICY

Purpose

To establish policy for the use of cellular telephones by City of Jamestown employees.

Definition

A Cellular telephone is defined as any mobile telephone by which messages are transmitted via radio waves, the use of which incurs billing to the City of Jamestown.

Policy

The City of Jamestown will use cellular telephones for the purpose of placing and receiving business related calls.

As with all City phones, employees of the City of Jamestown will keep personal calls at a minimum during business hours. Excessive use of cellular phones for personal use will subject the offending employee to disciplinary proceedings.

As with all City phones, personal long distance calls are not permitted. In the rare event of an emergency personal toll call, the employee shall reimburse the cost of such calls.

Employees are responsible for taking proper care of cellular telephones and reasonable precautions against damage, loss or theft. Costs associated with the repair and/or replacement of phone equipment that is attributed to the abuse and/or neglect of the employee, shall be borne by the employee.

Using City issued cellular telephones while operating a vehicle is strongly discouraged, and is strictly prohibited if not using proper hands-free equipment.

Employees issued cellular telephones shall not exceed plan minutes. If an employee exceeds his/her designated plan minutes, and if personal calls have been placed utilizing the cellular phone, then the employee will be responsible for payment of any overages.

Cellular telephones are the property of the City of Jamestown. No cellular telephone may be transferred to another department or worksite, or have changes in service ordered without the direct authority of a supervisor.

All new cellular service and changes in existing cellular service must be ordered at the discretion of a department head.

To limit undue expenses to the City of Jamestown, cellular phone users shall not

send or receive unnecessary text messages.

The City of Jamestown is tasked with monitoring and coordinating the City's cellular phone plan in conjunction with the City's IT Department and the cellular phone provider designated by the City.

- a) The City will periodically audit the usage of City paid cellular phones.
- b) Excessive use, abuse or misuse of cellular phones by City Employees will be reported to the Department Head in charge of the employee.

Procedure

1. Cellular telephones, like any device which utilizes radio waves, are capable of being monitored. Employees are cautioned to use discretion in the dissemination of sensitive material via the cellular telephone.
2. Cellular telephones will be utilized in accordance with the manufacturer's and plan provider's instructions.
3. Certain employees will be provided with one cellular phone and charger.
4. Cellular phones or chargers in need of repair shall be returned to the IT department personnel with a repair order.
5. Misuse of cellular telephones may result in disciplinary action.