



CELL PHONE USAGE POLICY

A. PURPOSE

The purpose of this policy is to provide information for the use of City of Anderson issued cell phones and to ensure such equipment is used in the most efficient and professional manner. The issuance and use of cell phones for official city business shall be in accordance with these procedures.

B. ELIGIBILITY AND ACQUISITION

The assignment of a cell phone is based on an employee's need for immediate two-way communication with the employee's office, other city departments, outside organizations, and members of the public. Such assignments must be fully justified and approved by the Division Head prior to an employee acquiring a cell phone. The Division Head will then contact the Information Technology Division to finalize the order. The assignment of cell phones should not be considered a benefit to city employees but a necessary tool in service delivery and official business.

C. PROCEDURES

All city-assigned cell phones will be acquired through the IT Division. It shall be the responsibility of the Division Head to verify that sufficient funds are budgeted for the monthly operational costs associated with cellular equipment. Cell phone expenditures will be charged to each department's communication line item unless otherwise directed by the city's Finance Director. The Division Head shall be responsible for disseminating this policy and procedures within his/her respective division.

D. USE OF CITY-ISSUED CELL PHONES

1. Because cellular transmissions are not secure, employees should use discretion and practice reasonable caution in relaying confidential information.
2. Reasonable precautions should also be made to prevent equipment theft and vandalism.
3. Cell phone billings may be subject to disclosure under the Freedom of Information Act.
4. An employee will be required to pay replacement or repair cost for any lost cell phone and equipment or for any damage to a phone or equipment caused by the employee's carelessness.
5. An employee must surrender the assigned cell phone upon request by the employee's supervisor or Division Head.
6. The city reserves the right to review, audit, and inspect city-issued cell phone records at any time, with or without notice.

E. PERSONAL USE OF CITY-ISSUED CELL PHONES

All city-owned cell phones are a public resource and may be used for personal telephone calls on a limited basis, as determined by the respective Division Head. The city recognizes that unforeseen circumstances develop in which personal calls may need to be

made or received on a city-issued cell phone. In the event an employee makes a personal call from a city-issued cell phone, the employee will timely reimburse the city for personal minutes that cause the total number of minutes to exceed the employee's plan. Our plan overage rate is .25 per minute.

F. CALLING PLANS

The City Manager, Assistant City Manager and all Division Heads will be allowed unlimited minutes on their cell phones. All other employees will be limited to 400 minutes per month. The calling plan features free night and weekend minutes and free calls to other AT&T cellular phones so those minutes will not be deducted from your monthly minimums. Free nightly minutes begin at 9:00 p.m. and end at 6:00 a.m. Nationwide long distance calling is also included in our plans. This is a pooled minutes program, so please conserve minutes as much as possible. In order to better utilize the pool of cellular phone minutes these guidelines should be followed:

- Whenever possible use your office phone to conserve minutes.
- When calling another city cell phone, use your cell phone to take advantage of free mobile to mobile minutes.

G. CELL PHONE MISUSE

The following acts will subject an employee to removal of cell phone usage and/or disciplinary action up to and including discharge from employment:

1. Use of city-issued cell phones to engage in any activity or communication other than official city business or personal communication on a limited basis;
2. Failure to provide reimbursement to the city within ten (10) business days of statement receipt unless otherwise warranted by extenuating circumstances; or,
3. Any use which violates local, state, and/or federal law or city policies and/or procedures.
4. Blackberry's must be pre-approved by the City Manager and the IT Division.

H. ADMINISTRATION

Each Division Head shall be responsible for the administration of this policy for his/her departments.

My signature below certifies that I have read the above policy and agree to abide by these procedures. I understand that if I violate these procedures disciplinary action will be taken.

Employee Signature

Date

Printed Name

Cell Number