

## **INTRODUCTION**

As a responsible employer, the City of Taft recognizes that the City Manager, Department Heads, and employees may have a need for City-owned cellular phones.

The acquisition of technological advances can significantly enhance local service delivery. The cellular phone is a practical and economical way to facilitate safety and emergency communication.

## **POLICY**

### **Issuance**

1. Department Heads may be issued cellular phones if authorized by the City Manager.
2. Employees may be issued cellular phones only if authorized by the appropriate Department Head. Cellular phones will only be distributed to employees with a demonstrated need. Department Heads have the authority to distribute cellular phones based on sufficient departmentally budgeted funds. The Department Head shall annually review the list of users to ensure that designated employees continue to demonstrate a need for the cellular phone.
3. Any equipment purchased by the City is owned by the City and shall be returned to the City when the necessity for such equipment no longer exists.

### **Use**

1. Cellular phones should be used for official City business only. Every effort should be made to avoid using City cellular phones for personal calls.
2. Monthly cellular phone bills are received by the Finance Department.
3. In the case of the City Manager, bills will be distributed to the individual for review. If calls exceed the allotted minutes, personal calls shall be noted on the bill and reimbursement for all personal calls made immediately to the Finance Department. All bills to be returned to the Finance Department signed by the individual indicating completion of review.
4. In the case of Department Heads and employees, the bill will be distributed to the appropriate Department Head for review. If calls exceed the allotted minutes, personal calls shall be noted on the bill and reimbursement for all personal calls made immediately to the Finance Department (department policy

may be more restrictive). Department Heads shall be responsible for the cellular phone use within their departments.

5. Use of a City cellular phone for personal reasons shall be kept to a minimum. Disciplinary action may be imposed on the employee responsible if abuse, improper use or neglect of the cellular phone is determined as well as failure to follow any portion of this policy.
6. Cellular transmissions may not be secure; therefore, employees should use discretion in relaying confidential information.
7. Reasonable precautions should be made to prevent equipment theft and vandalism.
8. Because cellular phone accounts are billed on a time-used basis, City owned cellular phones and services should not be used when a less costly alternative method of communication is convenient and readily available.