

# CELLULAR TELEPHONE EQUIPMENT POLICY

## PURPOSE

This policy establishes uniform procedures for the acquisition and general use of City cellular telephone equipment. This policy applies to all City of Dunedin Employees and Elected Officials. Misuse of City cellular telephone equipment is a violation of this policy and may result in disciplinary action, up to and including termination.

## CITY PAID PLANS

The cellular telephone equipment provided by the City is to be used to facilitate the conduct of official City business.

The user is responsible to safeguard his/her City provided cell phone. In the event that a cell phone or pager is stolen, the user may be requested to provide a copy of the police report and also demonstrate that they had taken appropriate precautions to secure the item from theft (i.e. the phone was stolen from a locked car). The City will then replace the item.

The vendor will replace any cell phone that is found to be defective during normal use. The user is responsible to protect his/her cell phone from being lost or damaged during use. The City will replace a City provided cell phone that is lost or damaged due to a negligent act by the user. However, the user must reimburse the City for the cost of the item.

*For safety reasons, the City does not allow the use of a cell phone while operating City motor vehicles or other City power equipment of any kind.* This "use" includes making outgoing calls and answering incoming calls. This includes the use of a hands free phone. This section of the policy does not apply to City employees responding to an emergency situation that requires them to use a cell phone while operating a motor vehicle (i.e. Fire Department personnel).

## PROCEDURES

1. Requests for new or replacement City cell phones are processed through the Purchasing Section. Requests are submitted by a Department Director.
2. Authorized requests will generally meet one of the following three conditions:
  - a) The responsibilities of the user include emergency response or emergency notification duties requiring communications with other agencies or entities that cannot be contacted by radio.
  - b) The job duties of the user consistently require frequent communication contacts that cannot be efficiently satisfied by desk phone or radio communication systems.
  - c) The productivity, efficiency or safety of the department and/or user will be substantially enhanced by the use of a cellular telephone (i.e. pool, emergency or on-call phone).
3. The user may request a repair to a City issued cell phone by contacting the Purchasing Section directly.
4. The user will receive a copy (via email) of the monthly phone statement from Verizon. The statement can be set-up to be automatically delivered to the user or another designated person. It is the responsibility of the user to review the statement to ensure that all charges are for legitimate City business. Minimal incidental personal use is permitted. The statement may be discarded after review provided there are no issues. Department Directors will be given a departmental usage summary on a monthly basis. The summary will show individual usage (total minutes) and costs.
5. All employees that are issued a cell phone will read and sign the "Receipt of Cell Phone or Pager" form (Attachment 1).
6. The individual Department distributes the phone number to appropriate departmental personnel. In addition, the City Manager's Office, Fire Department, Human Resources and Purchasing Section maintain an active list of all cell phone numbers. Purchasing will be notified when an employee that has a cell phone terminates his/her employment with the City.
7. The City Manager may approve exceptions to this policy.

## CURRENT TELEPHONE PLAN

Effective October 22, 2010, the City participates in the State of Florida contract pricing for cell phone services. The standard phone includes voice mail, caller ID, call waiting, three way calling and call forwarding.

Verizon will bill the City \$.052/minute for all minutes. There is no "in network", "mobile to mobile" or "free nights and weekend minutes" included with the basic plan.

The Verizon rate applies to all calls originating within the State of Florida. Please notify Purchasing if you will be traveling and using your cell phone. We will switch your plan to a National calling plan during your travel to avoid extra roaming charges.

## HINTS TO KEEP COSTS LOW

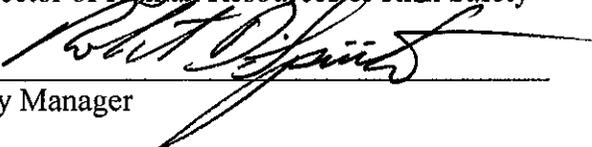
All City employees should follow the hints listed below whenever possible in order to keep expenses to a minimum.

1. Avoid making Directory assistance calls. We are charged extra for this service.
2. Avoid making 900 number calls. We are charged extra for this service.
3. Avoid using your cell phone to check your voice mail because you will be using minutes. Use a regular phone line and call your cell phone to check voicemail. When you hear your greeting, just push the star key to get into voicemail.
4. Use a regular phone line whenever possible to conduct City business.
5. If you need accessories for your cell phone (belt clip, charger, etc.), contact the Purchasing Office.

Effective Date of Policy-*Revised Date*: March 1, 2011

APPROVED:

  
\_\_\_\_\_  
Director of Human Resources & Risk Safety

  
\_\_\_\_\_  
City Manager

3-1-11  
Date

3/1/11  
Date

# ATTACHMENT 1 RECEIPT OF CELL PHONE

I have received the following equipment from the Purchasing Section:

\_\_\_\_\_ Motorola Barrage

\_\_\_\_\_ Blackberry Bold

\_\_\_\_\_ Other \_\_\_\_\_

My cell phone number is: \_\_\_\_\_

I have received, read and understand the City's "Cellular Telephone Equipment Policy" and I accept responsibility for this equipment. I agree to use the equipment in accordance with the policy manual. I agree to pay to have City purchased equipment replaced if it is lost, damaged or stolen due to my negligence. I agree to return the City purchased equipment to the City of Dunedin if my employment is terminated for any reason.

I understand that all calls, texts, voicemail, and other related phone records maintained on a City owned cell phone/blackberry are subject to the applicable sunshine and open records laws.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department Head/Division Director

\* Please return this form to Purchasing when complete.