

**City of Colonial Heights**  
Administrative Policies and  
Procedures POLICY STATEMENT

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<b>SUBJECT:</b>	Cellular Telephone/Personal Communications Device
<b>ORIGINATING OFFICE:</b>	Information Technology
<b>EFFECTIVE DATE:</b>	December 12, 2012
<b>ADMINISTERING DEPT.:</b>	Information Technology
<b>APPROVED BY:</b>	<hr/> Thomas L. Mattis, City Manager

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**I. PURPOSE**

The purpose of this policy is to articulate citywide regulations governing the procurement, management, and use of cell phones and personal communication devices that are provided by the City of Colonial Heights to employees who are authorized to use such phones and devices for conducting City business.

**II. DEFINITIONS**

**Cell Phone** – A basic telephone device that makes and receives telephone calls by connecting to a cellular network through a cell service provider, allowing access to the public telephone network. *For purposes of this policy, a cell phone does NOT utilize a data plan.*

**Personal Communication Device** – A device that offers or enables a wide variety of other services, in addition to telephone service, through the use of a data plan. Services can include text messaging, multi-media messaging service, email, Internet access, short-range wireless communications (such as infrared and Bluetooth), business applications, gaming, and photography. *For purposes of this policy, such devices may include smartphones, tablets, and mobile hotspots.*

**III. ASSIGNMENT**

In order to promote a more efficient staff, the City of Colonial Heights has provided certain employees with cell phones or personal communication devices. These tools are for use by staff in their official capacity as municipal employees.

City-issued cell phones or personal communication devices may be assigned to staff when a valid mission-related purpose exists. Personnel may include those whose duties require frequent mobility, and those who must be available for emergency response or consultation after normal business hours.

City Department Directors shall be responsible for evaluating the need for City-issued cell phones within their department and for determining which employees require them. The City Manager shall approve the assignment of personal communication devices.

#### **IV. PROCUREMENT**

All cell phones and personal communication devices provided by the City of Colonial Heights shall be purchased by the City utilizing standard purchasing policies and procedures.

The City of Colonial Heights Purchasing Department shall assist Department Directors in selecting appropriate plans, cell phones, personal communication devices, and peripheral accessories based on the needs of the personnel. The City will provide chargers, both in-car and traditional outlet units, and hands-free devices, if necessary; and holsters or clips for ease of carrying phones and devices.

Employees shall be free to purchase and provide their own accessories at their own cost, without reimbursement, should the City not provide a desired accessory as long as the accessory does not damage the cell phone or personal communication device.

#### **V. SAFETY**

All employees who utilize City cell phones or personal communication devices shall engage in safe usage practices as recommended by the equipment manufacturer or service provider.

**Employees are strongly encouraged to refrain from using cell phones or personal communication devices while driving.** Safety must come before all other concerns. Practices such as text messaging, reading emails, and writing emails while driving are not allowable under any circumstance.

Employees who are charged with traffic violations or crimes resulting from the use of cell phones or personal communication devices while driving on duty may be subject to disciplinary action and personal liability resulting from such traffic violations or crimes. Such disciplinary action may include termination of a violating employee's employment.

#### **VI. SECURITY**

Employees in possession of City cell phones or personal communication devices are expected to protect the equipment from loss, damage, or theft. Employees shall not lend cell phones or other personal communication devices to anyone. Each employee should exercise discretion in giving out their City cell phone number and in relaying confidential information via cell phones or personal communication devices.

**Employees are required to utilize a pass code on their cell phone and personal communication device to prevent unauthorized use.**

Department directors are responsible for alerting the Purchasing Department when an employee terminates employment with the City, or when a decision is made to discontinue employee's use of a City cell phone or personal communication device.

## **VII. ACCEPTABLE USAGE**

The primary purpose for using City-issued cell phones and personal communication devices is for official business. Personal use of City-issued cell phones is to be kept to a minimum, with employees exercising discretion.

City-issued cell phones shall be used for calls only and not text messaging or other multimedia applications, *unless authorized in advance by the employee's Department Director or the City Manager*. City-issued personal communication devices shall be utilized within the terms of the monthly service contract.

If traveling out of the United States, employees are required to verify cell coverage in advance with the assistance of the Purchasing Department. Any overage, long distance, roaming or other charges the employee incurs for personal calls or data use shall be the employee's responsibility, and the employee must reimburse the City for all such charges.

**Employees are required to use the toll free number 1-800-FREE-411 to make any information (directory assistance) calls.**

The bills of any employee, including any usage logs of cellular and data service, may be reviewed and audited by the City at any time, for any reason.

**Cell phones and personal communication devices may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using City equipment in any illegal, illicit, or offensive manner.**

Abuse and excessive or inappropriate use of equipment, and negligence or damage to equipment, may disqualify an employee from being provided a cell phone or personal communication device.

## **VIII. LOSS/DAMAGE**

Lost or stolen items shall be immediately reported to the employee's supervisor **and** to the Purchasing Department so that service may be cancelled. A timely police report shall also be filed if theft is involved.

Malfunctioning or damaged cell phones or personal communication devices are to be reported to the employee's supervisor to arrange for replacement or repair through the Purchasing Department.

**The City is not responsible for replacing cell phones and personal communication devices damaged by employee carelessness.**

Employees may be financially responsible for the replacement if:

1. Equipment is lost or damaged due to the employee's gross negligence.
2. An employee does not return equipment within the specified period of time or the equipment is damaged upon its return.
3. Equipment is damaged due to failure to adhere to maintenance or operational policies.

*I hereby acknowledge that I have read the above policy and agree to comply with its provisions. I understand that failure to abide by the policy could result in loss of the privilege to use a City-issued cell phone or personal communication device and disciplinary action pursuant to Article VI of Chapter 51 of the City Code.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name (Print):** \_\_\_\_\_ **Department:** \_\_\_\_\_