

City of Norton Shores
Cellular Telephone Policy

PURPOSE AND SCOPE

The City of Norton Shores wishes to provide the most consistent, convenient and cost effective cellular telephone services possible to its employees. The objectives of this policy are to:

1. Provide guidelines to employees who desire a cellular telephone to conduct City business;
2. Apply standards to the cellular telephone equipment and service agreements used by the City employees;
3. Simplify and make more manageable the City's relationship with cellular telephone vendors;
4. Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
5. Ensure that the City's acquisition of cellular telephone services is cost-effective;
6. Provide an internal system for purchasing cellular telephone services, gaining access to repair services and acquiring necessary training; and
7. Establish a system for monitoring future developments in cellular services and selecting those that meet the needs of the City.

CELLULAR SERVICE VENDORS

To accomplish the above objectives, the City may at its discretion enter into contracts with cellular telephone service providers. During the period when one of these contracts is in force, the City will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted by the Director of Administrative Services.

ELIGIBILITY AND APPROVAL

Cellular telephones and services may be provided to certain city employees to conduct activities related to their City employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be approved by the employee's supervisor and by the City Administrator.

PERSONAL CALLS

The City provides cellular telephones to employees for the purpose of conducting City business. The use of City-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in some situations. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee.

An employee may not operate a personal business from a City cell phone.

PLANS, HANDSETS, FEATURES AND ACCESSORIES

The City will contract for a set of usage plans, handsets, features and telephone accessories that will serve the needs of most employees. An employee wishing to have features other than those offered in the available

programs must have the approval of his or her supervisor and City Administrator.

DAMAGE, LOSS OR THEFT

Handsets or other equipment damaged in the course of business should be reported to the Director of Administrative Services. Lost or stolen cellular equipment should be immediately reported to the employee's supervisor and Director of Administrative Services so that the service can be cancelled. All costs incurred for replacement or repair will be the responsibility of the employee's department.

USAGE MONITORING

Managers and supervisors are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage. In emergency situations, managers may grant exceptions to these usage policies. In such circumstances, any charges incurred for personal use must be reimbursed by the employee on a timely basis.

CELLULAR TELEPHONE USAGE WHILE DRIVING

Employees shall not use cellular telephones for business purposes while driving except for receiving and sharing information while responding to an emergency. Should an employee need to make a non-emergency business call while driving, he or she shall locate a lawfully designated area to park and make the call.

CAMERA TELEPHONE

Camera telephones issued by the City are to be used for work related purposes only. Pictures are subject to review by your supervisor or Director of Administrative Services at any time.

Signed this 11th day of April, 2005, at the City of Norton Shores.



Carrie A. Larks
Director of Administrative Services/
Assistant to the City Administrator

I have read the above policy and understand it.

Employee Signature

Date