

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject:

Date Adopted: August 20, 2013

File 1.77
Number

POLICY OBJECTIVE

Establish standards and provide guidelines to employees who use City issued cellular devices to conduct City business to ensure acquisition of devices and use is cost effective.

ASSIGNED RESPONSIBILITY

All employees who have City issued cellular devices.

ACQUISITION

City Employees shall be issued a cellular phone or “smart” phone when there is a reasonable need for the employee to have such a cellular device in order to facilitate communication with the employee. A City cellular phone may be an appropriate tool to conduct City business for employees who are mobile or work “out in the field” for a portion of their work period, respond to emergencies, are responsible for restoring services or are vital to decision-making for the City.

Department Heads shall be responsible for evaluating the potential use of cellular phones for their employees with the consent and final approval of the City Manager or his designee. The evaluations should consider the following factors:

1. The job function of the employee (during normal working hours) requires considerable time outside of the assigned office or work area and it is important to the City that the employee is accessible during this time.
2. The job function of the employee requires them to be accessible outside of the scheduled or normal hours (while at home, out of town, etc.)
3. Cell phone use enhances the employee’s personal safety on the job, and provides communication during emergencies.
4. The total cost of the cellular device to the City.

Employees who meet the criteria for receiving a City issued cellular device must utilize the device properly by maintaining a charged, accessible phone, answering while on duty and maintain a functioning voice mail account.

PURCHASING

All cellular devices provided by the City of Eureka shall be purchased by the City through the City Clerk/IT Department. The IT representative will provide the employee with a choice of phones that are featured by the cellular carrier for that time period and have a reduced cost. Any device purchased outside the carrier recommended and discounted phones will need City Manager approval.

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject:

Date Adopted: August 20, 2013

File 1.77
Number

CELLULAR TELEPHONE USE

Cellular phones shall only be used for business when a less costly alternative method of communication is not secure, convenient and readily available. Cellular phones should not be considered as a replacement for traditional telephones. The City of Eureka believes in employing “reasonable” restrictions on the personal usage of cellular telephones provided by the City. Employees are discouraged from using City issued phones for personal use, and the cellular bill of any employee may be reviewed and audited by the City of Eureka at any time for any reason. Should the audit show excessive use, the employee may be responsible to reimburse the City for the cost of their personal use including voice, texts or data. Calls or texts home or to family by City staff when required to work extended hours or while on out of town assignment or at trainings, shall be considered business use. Personal use of an emergency nature is permitted. Non-emergency, personal use is to be kept to a minimum, with employees exercising discretion.

PLAN ALLOWANCE

Cell phone plans will be assigned to each individual user depending on the need for voice, data or texting to a particular job function. Rate plans will be based on job related usage and may be periodically adjusted. IT will monitor the usage and make any necessary changes to ensure that the City is enrolled in the most cost-effective plan. Those individuals who exceed the plan limits due to personal use may be required to reimburse the City for those costs incurred.

LOST OR STOLEN PHONES

Lost or stolen cellular telephone devices and equipment shall be promptly report to the IT department. IT will request a block on the account in order to prevent fraudulent use. Malfunctioning or broken equipment shall be reported to the IT department. Most cellular phone equipment is covered under one-year warranty.

OPERATIONAL SAFETY

California law requires the use of a hands-free device in order to use a mobile phone while driving, except for emergencies and drivers of emergency response vehicles. Employees whose job responsibilities include driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving, except with the

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject:

Date Adopted: August 20, 2013

File 1.77
Number

use of a hands-free device and in accordance with applicable laws. Every effort should be made to pull to the side of the road to a safe location prior to answering or initiating cell phone calls or texts. This rule also applies to use of privately-owned cell phones during business hours.

ACKNOWLEDGEMENT

I have read, understand, and agree to comply with the City's policies for use of cell phones as specified above in the Cell Phone Policy.

Assigned User: _____ Date: _____

Dept. Director: _____ Date: _____

SIGNED ACKNOWLEDGMENT TO BE FILED WITH EMPLOYEE'S ASSIGNED DEPARTMENT/DIVISION