

# **CITY ISSUED CELL PHONES AND PAGERS 7.05 CI**

## **I. Purpose and Scope**

The City of Hudson recognizes the need for City-owned cell phones and/or pagers and has established procedures for their authorization.

## **II. Authorization**

Cell phones and/or pagers shall not be issued to any employee without prior authorization in accordance with City policy.

## **III. Provision of Cell Phones and/or Pagers**

The City may purchase, or otherwise provide under a lease rental contract, cell phones and/or pagers for City employees. Those employees who are issued a City cell phone and/or pager shall follow the guidelines and procedures set forth in this policy for the purchase and use of cell phones and/or pagers. For purposes of this policy, City employees may include part-time, seasonal, and temporary staff.

## **IV. Cell Phone and/or Pager Acquisition**

Once an employee is authorized to be issued a City cell phone and/or pager, the department head shall monitor its use.

## **V. Business Use and Long Distance Calling**

To keep cell phone expenses to a minimum, users are requested to access regular (land line) phones as much as possible when calling local numbers. However, since long distance calling is included with the cell phone at no additional charge, long distance business calls should be made with a cell phone whenever possible.

## **VI. Restrictions on Use of City Issued Cell Phones and Pagers**

### **a. Personal Calls Prohibited**

Should an employee need to make or receive an emergency call on a rare basis of a personal nature on the City's cell phone, or should the employee accidentally make or receive a personal call on the City's cell phone, such use shall not be in violation of this policy unless such personal use may constitute abuse and is extreme or becomes repetitive in nature, in which case such use shall result in discipline up to and including discharge. Emergency or rare accidental calls shall be reported to their Department Head within thirty (30) days of their occurrence to be.

However, as a general rule City-issued cell phones are not intended nor should they be used for personal use. Employees are generally not permitted to make or receive personal calls or text messages. Doing so constitutes an unauthorized use and/or misuse of City property. Unapproved personal use and/or abuse of the City cell phone and/or pager is a violation of this policy and may result in discipline action up to and including discharge.

**Note: Employees shall reimburse the City for any personal calls. Additionally, if requested, employees must highlight personal calls on the monthly bill.**

### **b. Unauthorized Charges**

Costs for calling directory assistance, web usage and download fees, and any other charges above and beyond the regular monthly service charge are prohibited, must be reimbursed by the employee, and may result in discipline action up to and including discharge.

### **c. Illegal Use Prohibited**

Use of the cell phone for any illegal purposes may result in criminal prosecution, and in addition may result in discipline action up to and including discharge.

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### **VII. Audit of Cell Phone and/or Pager Use**

**Employees have no right of privacy nor expectation of privacy on City-owned cell phones and/or pagers.**

The City reserves the right to audit/review cell phone and/or pager bills to ensure their proper use (i.e., costs were incurred during the course of conducting government business, not for personal use). Any detected abuse or misuse will result in corrective disciplinary action up to and including discharge.

### **VIII. Traveling**

When traveling on City business, employees should use their City issued cell phone for business related calls.

### **IX. Care of Cell Phones**

1. Employees must safeguard any cell phone and/or pager equipment in their possession.
2. As with all City property and equipment, employees are expected to take reasonable care of the cell phones and/or pager equipment.
3. Any necessary repairs or malfunctions should be reported to the IS/GIS Department in a timely manner.
4. The loss of any cell phone and/or pager equipment shall be reported to the employee's supervisor immediately. If theft is suspected, the police should also be notified immediately.
5. All employees assigned a cell phone and/or pager equipment will be responsible for their cell phone and/or pager equipment. If it is lost or stolen, the employee shall notify their immediate supervisor and the IS/GIS Department.

### **X. Return of Cell Phone**

When an employee no longer has a demonstrated need for a cell phone or pager, or when the employee terminates employment with any City Department, that employee shall return any City issued cell phone and pager equipment.