

CELL PHONE AND PAGER USE POLICY 7.06

I. Use of Cell Phone While Driving

Employees shall exercise extreme caution when driving and talking on or using cell phones. Unless utilizing a “hands-free” speakerphone option, employees should stop their vehicle as soon as safely possible to answer and use a cell phone. Violation may result in disciplinary action up to and including discharge. Exception **may** be made during emergency response.

Sending or receiving text messages or e-mail while driving is prohibited at all times.

II. Traveling

When traveling on City business, employees should use their City issued cell phone or cell phone for which they are receiving a cell phone allowance for business related calls.

III. Cell Phone and/or Pager Must be Kept in Possession

Authorized employees are expected to have their City issued cell phone or cell phone for which they are receiving a cell phone allowance in their possession at all times during their work shift. The cell phone or pager may be turned off or silenced at appropriate times during meetings and conferences, or for safety related issues.

Employees may also be required to have their City issued cell phone or cell phone for which they are receiving a cell phone allowance in their possession at times other than work time, so that they can be contacted by the City.

IV. Voice Mail and E-Mail

Employees that are on vacation or other extended leave should leave an automated “out of office” response for both voicemail and email with alternative contacts to assure customer concerns are met.

V. Texting and E-Mail via Cell Phone or Pager

Use of a City issued cell phone, a cell phone for which an employee is receiving a cell phone allowance, or even a personal cell phone which serves to document the City, its functions, its policies, its decisions, its procedures, its operations, or other activities of the City shall be conducted via voice or e-mail.

Texting any information which serves to document the City, its functions, its policies, its decisions, its procedures, its operations, or other activities of the City is prohibited, because the “public record” cannot be preserved.

VI. Prohibited Communications

Personal cell phones (**during City business hours**) and City issued cell phones and/or pagers (at any time) cannot be used for knowingly transmitting, retrieving, accessing, attempting to access, or storing any material, data, site, or communication that is:

- a. Discriminatory or harassing, or
- b. Derogatory to any individual or group, or
- c. Obscene, sexually explicit, or pornographic, or
- d. Defamatory, or
- e. Threatening, or
- f. In violation of any license governing the use of software, or
- g. For any illegal purpose, or
- h. Online gambling or gambling sites, or
- i. For any other purpose that is contrary to City policy or business interests.

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This list of prohibited uses is not exhaustive and is not to be construed to restrict the City, in any way, from taking appropriate disciplinary action should an unacceptable or inappropriate use occur, as determined in the sole discretion of the City, which does not fall into one of the above listed categories.

Use of personal cell phones during non-business hours for some ~~any~~ of the forgoing purposes **may** also be a violation of City policy (i.e. harassment of another employee), which also may subject an employee to disciplinary action.

VII. Access to Employee Communications

The City of Hudson reserves the right, at its discretion, to review an employee's cell phone usage to the extent necessary to ensure that usage is in compliance with the law, this policy, and other City policies. As such, employees should not assume that use of a City issued cell phone and/or pager, or a cell phone for which an employee is receiving a cell phone allowance, are completely private. Accordingly, if an employee has sensitive information to transmit, they should use other means.