

City of Dinuba Cellular Phone Policy

I. PURPOSE

The purpose of this cellular telephone policy is to provide the most consistent, convenient and cost effective use of cell phones for the organization. The objective of this policy is to provide guidelines, standards and regulations for employee use of personal and city-issued cellular telephone equipment. Cellular telephones mean any wireless communicating device or accessories capable of sending and receiving the following; telephone calls, photo images, text messaging, two-way radio (direct connect), e-mail, voice-mail, GPS Service, Internet, etc.

Cellular phones owned by the City shall be used only as authorized by the provisions set forth in this policy. Cellular phone calls are generally more expensive than land lines. The expense of such use must be weighed against the necessity and expected usage. Cellular phones should be used only when a lower cost alternative is unsafe, inconvenient, or not readily available. The general use of cellular phones shall not be in lieu of more cost effective, practical, and available means of communication.

II. GENERAL PROVISIONS

The acquisition of technological advances can significantly enhance local service delivery. The cellular phone is both practical and economical especially for safety services and for emergency communications.

III. ACQUISITION

The purchase and/or installation of cellular phones shall be coordinated through the Deputy City Clerk and shall be approved by the Department Director. It shall be the responsibility of the Department Director to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment and its use.

The purchase of service plans for employees shall be coordinated through the Deputy City Clerk. The Department Director shall provide means for monitoring cellular telephone usage patterns so that current plans can be routinely modified to adequately meet the needs of the user.

IV. USE OF CITY-ISSUED CELLULAR PHONES

Each employee assigned a city-issued cellular phone accepts the policies of the City in the usage of cellular phones. It is the employee's responsibility to monitor their monthly usage and to stay within their allotted plans. In circumstances where overages do occur the employee shall be responsible for personal calls and additional expense in excess of contracted plans for the period. The city-issued cellular phone shall not be used as the employee's sole telephone point of contact.

V. CELLULAR PHONE AND DRIVING

After July 1, 2008, employees are prohibited from using their city-issued or personal cellular phone while driving a city vehicle or driving their own vehicle for city business without a hands-free device.

After January 1, 2009, employees are prohibited from writing, sending, or reading a "text-based communication" on an electronic wireless communication device while driving.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free device will be provided. Employees without hands free device shall pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

VI. PERSONAL CELLULAR PHONES

Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of city phones. Excessive personal use (use of cellular phone may include but are not limited to making and receiving calls, text messaging, listening to music, and use of the internet) during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.

Employees that attend meetings are to have their phones on vibrate and only answer when there is an urgent need. If the call must be answered, you must answer the cellular phone outside of the meeting room away from where others can hear the conversation. Non-urgent calls should be returned and made during the breaks or after the meeting.

VII. MISCELLANEOUS

The use of City cellular phones shall at all times conform to the City's Cellular Phone Policy and all other applicable City policies and practices, and State law.

Employees are responsible for taking reasonable precautions to prevent the theft, vandalism, or unlawful use of cellular equipment.

Upon resignation or termination of employment, or at any time upon request, the employee shall return City-issued cellular phone.