

TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES

Subject: Cellular Phone Usage	File Under Section: Administrative	
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Supersedes: N/A	Approved By: Anthony J. Mortillaro, Town Manager  Date: <u>9/24/01</u> /S	

1.0 POLICY

1.1 A policy to clarify and define the usage of cellular phones by Town employees.

2.0 PURPOSE

2.1 The purpose of this policy is to delineate cellular telephone usage and establish reporting and auditing guidelines.

3.0 APPLICABILITY

3.1 All Town employees or individuals assigned a cellular phone.

4.0 REFERENCE – N/A

5.0 PROCEDURES

5.1 **Business Use:** Is any use of a Town-owned cellular telephone for a reason and in a manner that meets the needs and goals of the Town. Some examples of business use might include, but are not limited to:

- 5.1.1 Contacting other employees or agencies when expediency is an issue and use of a Town radio is inappropriate.
- 5.1.2 Contacting tow companies, alarm companies, reporting parties, victims, contractors, etc., when landline phones are not immediately available and the public interest would be furthered by the use of a cell phone rather than waiting until a landline phone is available.
- 5.1.3 Making calls in furtherance of the Town's interests while commuting, if the calls would have to be made later, from Town-maintained landlines, while "on the clock" in any case;
- 5.1.4 Assisting citizens for purposes conducive to the public good; e.g., allowing accident victims to call for assistance from friends/family.

5.2 **Personal Use:** Is any use of a Town-owned cellular telephone, both outgoing calls and incoming calls, for a purpose that is not readily identifiable as associated with a need or goal of the Town. Please note that a call can be very important to an employee, yet still not be business related. Some examples of personal use might include, but are not limited to:

5.2.1 Calls by an employee to their own residence to verify family status, work schedules, or arrival and departure times.

5.2.2 Calls to other employees, agencies, businesses or institutions for personal reasons; e.g., calling a doctor's office to confirm an appointment, or a business to see if a friend or relative is there.

5.2.3 Personal calls should be made on personal time, such as during breaks and lunch hours.

6.0 TOWN-OWNED CELL PHONES NOT ASSIGNED TO AN INDIVIDUAL

6.1 Cellular telephones that are owned by the Town, but which are not issued to a specific employee (e.g., cell phones mounted in cars), should not be used for non-Town business except in emergencies. Because of the number of different personnel using these phones, it is not feasible to try to audit the bill for each phone account monthly in order to identify non-business calls for billing.

6.2 If an emergency requires an employee to make a call on a non-issued, Town-owned cell phone for any non-Town business, then that call, whether incoming or outgoing, must be documented and completely paid for by the employee.

7.0 TOWN-OWNED CELL PHONES ISSUED TO INDIVIDUALS

7.1 Employees who have been issued a Town-owned, hand-held cell phone have received these phones because of operation in an assignment making it necessary and prudent that the Town and employee remain in contact without notice. Since it is expected that the employee will have this phone available whenever possible, it is not prudent to expect the employee to carry a second, personally-owned cell phone as well. Nonetheless, fiscally prudent public policy and public perception discourage incurring expenses from the use of these phones for non-business purposes. It is much easier to track personal versus business use of these phones since they are issued to, and used by, only one employee. The following procedure will be used for documenting and paying for non-business calls (both incoming and outgoing) on these phones.

7.1.1 Each month, each employee will receive a copy of the billing statement. He/She will total up the dollar value of all calls (outgoing and incoming). He/She will mark the billing copy, and remit a check made payable to the Town for the full amount of the non-business usage.

8.0 AUDITING CELLULAR TELEPHONE USAGE AND BILLING

- 8.1 Each month the employee's supervisor will review all cell phone billing statements for compliance with these directives. On an unannounced basis, the Finance Division will audit cell phone billing statements for compliance with this policy. The review will include, but not be limited to:
- 8.1.1 Indications of calls that are normally considered to be business include, but are not limited to:
 - A. Calls to the office and other government locations.
 - B. Calls to tow companies, alarm companies, etc.
 - C. Any call which, if audited by callback, would be found to relate to a case, event, arrest or other Town business.
 - D. Calls to companies that the department or division has a legitimate business relationship with.
 - 8.1.2 Indications of calls that might be non-business include, but are not limited to:
 - A. Calls to phone holder's residence or other cell phones of record.
 - B. Calls that are only a digit off from the home number, and followed immediately by a call to the correct home number.
 - C. Incoming calls that occur immediately after a very short call to the employee's residence.
 - D. Calls that cannot be documented as associated to some business activity.

9.0 FAILURE TO COMPLY

- 9.1 Failure to comply with these guidelines may result in the loss of the use of the cellular phone and disciplinary action up to and including termination of employment.
- 9.2 Please contact your supervisor should you have any questions or comments regarding the applicability or reasons for these guidelines.