

<b>City of Commerce Finance</b>	<b>Purchasing</b>	<b>SOP</b>	<b>704</b>
<b>Subject: Wireless Telecommunications Policy</b>		Version No	3.0
		Effective Date	07/17/2012

**1.0 Purpose**

A written policy and procedure for the issuance of wireless telecommunications equipment and the allowable usage by City of Commerce staff. The policy shall apply to all City officials, employees and volunteers who are issued telecommunications equipment.

**2.0 Scope**

Cell phones, pagers and other wireless communication devices are City tools that are provided by the City for employees to facilitate the performance of City work.

The Purchasing Division will track all cell phones/pagers and usage charges for the following reasons:

- To ensure cell phones/pagers/telecommunication devices are being used appropriately.
- To ensure charges to the City's accounts are appropriate.

Personal use of the City's cell phones/pagers/telecommunication devices by employees is limited to short and brief conversations. Any cost incurred for excessive personal usage will be charged back to the employee. Miscellaneous employees are allowed 500 minutes per month for business use and should exercise good judgment regarding the reasonableness of personal use.

Due to the importance of immediate availability and critical decisions to be made, Council Members, Department Heads, managers and the Emergency Preparedness Officer are allowed 1500 minutes per month for business use and should exercise good judgment regarding the reasonableness of personal use.

The use of cell phones/pagers/telecommunication devices is limited to authorized employees. Assignment of City wireless telecommunications equipment shall be based upon the most cost effective method of accommodating the need for public and employee safety and field communications.

**3.0 How Staff Qualifies For A Cell Phone**

3.1.1 All requests for a cell phone must be made via memo to the Purchasing Agent, stating eligibility, accompanied by a Department head signature of approval.

3.1.1.1 Eligible Conditions – City staff are eligible to receive a cell phone if they meet one of the following conditions and if funds are available:

- 3.1.1.1.1 Council Members, Department Heads, managers and the Emergency Preparedness Officer automatically are eligible for a City cell phone with email capabilities due to the importance of them, being immediately available to the City Administrator and for City emergencies.
- 3.1.1.1.2 The employee's primary function is related to health and safety issues.
- 3.1.1.1.3 On a case-by-case basis, if the nature of the employee's duty is such that he/she must be accessible immediately by City personnel.
- 3.1.1.1.4 On a case-by-case basis, if the employee's responsibility is to provide service in the field and communication is critical for day-to-day operations.

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3.2.1.1 Ineligible conditions – City Staff are not eligible to receive a cell phone/pager if they meet one of the following conditions:

- 3.2.1.1.1 The employee is non-management and has either a cell phone or a City radio.
- 3.2.1.1.2 The employee's primary function is in the office.

**4.0 How Staff Qualifies For A Pager**

4.1.1 All requests for a pager must be made via memo to the Purchasing Agent stating eligibility, accompanied by a Department head signature of approval.

4.1.1.1 Eligible Conditions – City staff are eligible to receive a pager if they meet one of the following conditions and if funds are available:

- 4.1.1.1.1 Council Members, Department Heads, managers and the Emergency Preparedness Officer automatically are eligible for a City pager with texting capabilities due to the importance of them being immediately available to the City Administrator and for City emergencies.
- 4.1.1.1.2 The employee's primary function is related to health and safety issues.
- 4.1.1.1.3 On a case-by-case basis, if the nature of the employee's duty is such that he/she must be accessible immediately by City personnel.
- 4.1.1.1.4 On a case by case basis, if the employee's responsibility is to provide service out in the field and communication is critical for day-to-day operation.

4.2.1.1 Ineligible conditions – City Staff are not eligible to receive a pager if they meet one of the following conditions:

- 4.2.1.1.1 The employee is non-management and has either a cell phone, pager or a City radio.
- 4.2.1.1.2 The employee's primary function is in the office.

**5.0 Responsibility For This Policy**

The Purchasing Division is responsible for ensuring the efficient use of wireless equipment according to this policy. When eligibility issues arise, the Director of Finance will make the final decision. The final interpretation of appropriate usage and future revisions of this policy are the responsibility of the City Administrator.

**6.0 Wireless Cell Phone Audits and Prohibited Use**

The Purchasing Division will verify all cell phone usage. All miscellaneous employees are allowed 500 minutes per month. Council Members, Department Heads, managers and the Emergency Preparedness Officer are allowed 1500 minutes per month. Council members have the option of using their personal phones instead of receiving a City-paid phone, to be reimbursed for the cost of the cell phone that the City would otherwise have purchased for their use, and receive reimbursement of a monthly amount for the value of the allowed 1500 minutes of usage under this policy. Monthly statement of cell phone users who go over their allowed monthly minutes will be sent to the using

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Department Head for audit purposes. In order to ascertain whether wireless telephone calls being made by City employees are usually business related, an employee's immediate supervisor, manager or Department Head shall conduct a wireless telephone statement audit at least annually and on an as-needed basis. The supervisor, manager or Department head may randomly select and call a number appearing on an employee's wireless telephone bill within the preceding six months. Calls for entertainment purposes, "900" numbers or other user-pay numbers are prohibited. Accessing these numbers using a City cell phone is prohibited and a determination relating hereto by the Department Head may result in a suspension of cell phone use and disciplinary action against the employee.

**7.0 Equipment Damage, Lost and Stolen Equipment**

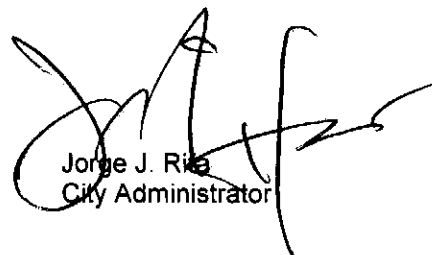
- 7.1.1 The City will cover the cost of periodic battery replacement and other supply items. Security of the wireless cell phones is the responsibility of each user. This includes deterring theft by properly storing cell phones when not being used.
- 7.1.2 In the event the cell phone is stolen or missing, the user must contact the Purchasing Agent immediately so that the number can be deactivated and the account credited for unauthorized calls. Stolen equipment must also be reported to the Police Department and an accident/incident report must be completed. The Purchasing Agent will make the necessary arrangements for a replacement cell phone.
- 7.1.3 Employees who repeatedly lose or damage equipment shall be subject to the following policy:
  - 7.1.3.1 The first equipment damage or loss will be reimbursed from the supply account of the using department in which the employee works.
  - 7.1.3.2 Any subsequent equipment damage or loss by the same employee will be reimbursed directly by the employee.

**8.0 Equipment Safety**

Wireless cell phones and wireless email devices should not be used while driving for or to conduct City business. Telephone conversations and texting involve thinking and visualization can cause a driver to go into a "blank stare" and not pay attention to the road. Employees shall refrain from using wireless equipment and email devices while driving to conduct City business, whether in the City or personal vehicle. An employee must pull over to the side of the road when it is safe to do so, to make or receive phone calls or to tell the caller he/she will return the call at a more convenient time. Using hands-free equipment does not exempt the employee from this policy.

Approved by City Council on 07/17/2012

  
 Vilko Domic  
 Director of Finance

  
 Jorge J. Riba  
 City Administrator