

# City of New Haven

## Personal Communications Devices Usage Policy

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**Purpose:** The purpose of this policy is to establish a citywide policy governing the procurement, management and use of personal communications devices as provided by the City to employees who are authorized to use such devices for conducting City business.

**Issuing Authority:** The Controller is the issuing authority for this policy.

**Enforcement Authority:** Daily administration and monthly review of each personal communications device account to assure compliance with this policy is the responsibility of the Controller and the Administrative Committee.

**Administrative Committee:** An administrative committee (hereinafter referred to as the "Committee") comprised of the Purchasing Agent, or his designee, the Controller or his designee, , and the Chief Administrative Officer or his designee shall meet monthly to review vendor bills phone and other device usage and requests for new equipment or plan changes. The Committee will arrange for City employees to be trained on use of communications equipment that is provided to assure the most economical use. The Purchasing Agent, or his designee, shall be the sole contact with personal communication device providers, shall procure rate plans and equipment deemed to be in the best interest of the City, shall maintain a master list of authorized communication device users, shall receive the master monthly bill, shall make payments on behalf of user Departments and shall review and approve any requests for new equipment or plan changes.

### Cell Phone Policy

- Each Department Head shall be responsible for assignment of personal communications devices to department employees based upon job requirements. Each Department Head shall notify the Committee of the employees to whom communications devices have been assigned, and provide notification to the Committee of any changes to these assignments. Cellular phones are provided and assigned to employees at the discretion of Department Heads as a business communication tool. Personal use is to be kept to a minimum.

- The Administrative Committee will review monthly usage and advise Department Heads of any apparent abuses of city issued communications devices. Where abuses are identified the Committee will direct the Department Head to require reimbursement from the employee. If an employee wishes to contest the reimbursement charge they may appeal to the Administrative Committee by describing the circumstances requiring use of the communications device and requesting that the reimbursement charges be paid by the Department for that month. The Department Head shall either support or not support the employees appeal. The Administrative Committee will review the appeal and notify the Department Head of its decision.

- Employees are required to make any information (directory assistance) calls using the toll free number 1-800-373-3411 in order to save the City charges for each such

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call. If an employee makes more than two information (directory assistance) calls per month to a non toll free number the Committee will direct the Department Head to recoup the cost of all such information calls from the employee.

- It is the responsibility of each employee to safeguard personal communications devices on their person or in a secure location while not in use in order to avoid damage, loss, or theft. In the event that a personal communication device is lost, stolen, or damaged the employee will be required to pay all replacement costs when they have been found to have not properly secured, protected or maintained the equipment.
- EMPLOYEES ARE PROHIBITED FROM USING A CELLULAR PHONE WHILE DRIVING. ANY NON EMERGENCY RESPONSE EMPLOYEES WHO, WHILE DRIVING, RECEIVE A CALL OR NEEDS TO MAKE A CALL, SHOULD USE JUDGEMENT AND PULL OVER TO THE SIDE OF THE ROAD WITH CAUTION AND RESUME DRIVING ONLY AFTER COMPLETION OF THE CALL. The City does not supply hands free devices for use with cellular phones, however, employees may, at their own expense; purchase such a device to enable use of the cell phone while driving.
- Any costs incurred other than for purchase of the basic equipment and monthly usage charges, will be the responsibility of the employee. Examples include: downloading ring tones, information calls (unless they are made using 1-800-373-4311), text messaging (if available), hands free devices, blue tooth devices, earpieces, and specialized device cases and belt clips.
- Personal communications devices are the property of the City. Upon separation from City service, a prolonged leave of absence, or as otherwise directed, an employee is required to return each cellular phone or other communications device that the employee has been assigned the use of, in the condition received, to the Department Head.
- Employees may not lend cellular phones or other personal communications devices to anyone and each employee should exercise discretion in giving out their cellular phone or other communications device numbers.

Issuing Authority: \_\_\_\_\_



Effective Date: 12-21-09

Previously Revised:    Date 12/09

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>