

**City of Franklin**  
**Administrative Policy/Procedure**

**Issue Date:** May 6, 2003

**Source:** Common Council Action

**Affected  
Departments:** Mayor and All Departments

**Subject:** City Cellular Telephone Use Policy

**Policy:** The Mayor and all City Department staff who utilize cellular telephones that are paid for by the City, shall follow this policy/procedure. This policy is established in order to provide cellular telephone users with clear guidelines on the assignment, utilization, and payment for the use of City cellular telephones.

**Procedure:** The attached procedure establishes the guidelines to be followed on the assignment, utilization, and payment for the use of City cellular telephones.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 6<sup>th</sup> day of May, 2003. (Vote: Ayes-5, Noes-1 (Ryan))

## City Cellular Telephone Use Procedure

### Assignment

The Mayor, with the assistance of the Director of Administration, shall determine which City Department Heads will be assigned the use of cellular telephones. City Department Heads will determine which staff or vehicles will be assigned the use of cellular telephones. If an employee is assigned a City phone, the employee shall have the choice of using a City phone or their personal cell phone.

### Utilization

City Department Heads are responsible for the utilization and maintenance of telephones assigned to their departments. The Director of Administration shall provide Department Heads with the procedure to follow for the repair or replacement of a telephone or related parts.

Telephones assigned to Department Heads are to be turned on at all times. Voice mail shall be in working order so that any unanswered calls can be retrieved and returned. Staff should use their discretion as to when it is appropriate to use the ring-muting feature, so as not to disturb others around them. If staff can be easily contacted by other means (i.e., office or home telephone), they are not required to carry the cellular telephone with them.

Staff who are assigned telephones are responsible for keeping the telephone battery charged and keeping the telephone in good working condition.

It is understood and acceptable that City staff who are assigned cellular telephones may need to make personal calls on the telephone. Therefore, staff are permitted to occasionally make personal telephone calls on City cellular phones. It is the Department Head's responsibility to monitor the use of telephones assigned to their department to ensure that the benefit of utilizing telephones for occasional personal use is not abused. The Director of Administration shall review monthly telephone bills to determine if any phones are being used excessively and bring this to the attention of the employee and Department Head.

### Payment

The allocation of City funds for the cost of these telephones will be made as part of the City's Annual Budget process. The following 5 departments shall budget for cellular telephone usage:

Police	Sewer & Water
Fire	Information Services*
Library	

\*Information Services shall include the budget for all cellular telephones not allocated to any of the other 4 departments listed.

City Departments should be prepared, as part of the Annual Budget review process, to justify the use of their telephones.

The City shall provide reimbursement of City business related cell phone costs to City employees for those calls made from an employee's personal cell phone. Reimbursement will be provided for the actual cost of each telephone call and the prorated share of other monthly cell phone charges. The employee shall provide a copy of the monthly bill, identifying the business-related calls requested for reimbursement and the calculation of the other charges.