

CITY OF OAKWOOD
ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY NO. 16

SUBJECT: Administration of City Issued Cellular Telephones

DATE: June 29, 2009

RECOMMENDED BY:



CINDY STAFFORD, FINANCE DIRECTOR

CONCURRED BY:



DALMA GRANDJEAN, CITY ATTORNEY

APPROVED BY:



NORBERT S. KLOPSCH, CITY MANAGER

POLICY: This policy sets forth guidelines for the procurement of city issued cellular telephones to selected city employees and also describes limitations on available service options and accessories.

PURPOSE: City issued cellular telephones (cell phones) are provided to enable selected city employees to transact city business in the most efficient and cost-effective method possible. In general, cell phones are to be used only when other more conventional means of communication are not readily available. Employee use of city issued cell phones is covered in the city of Oakwood's Personnel Regulation Section 13.9.

ADMINISTRATION – CELLUAR PHONES

1. The City Manager will approve one vendor to coordinate all service and equipment changes.
2. The Finance Director is the administrator of the city's cell phone plan – both service and equipment.
3. Changes to the cellular plan and all related equipment purchases, whether new or replacement must be submitted to the Finance Director for consideration prior to committing the city to the expense. No equipment should be purchased at a retail store location as the city's discount will not be honored. After the concurrence of the Finance Director, the requesting department will then follow the city's Administrative Policy No. 2 - Purchasing Process for approval.
4. The text message feature will be available only on the cell phones of city employees whose job duties require this ability, subject to review and recommendation of the Finance Director, and final approval by the City Manager. Text messages are to be used for city related business only.
5. The use of additional services that incur additional fees is to be avoided. This includes but is not limited to directory assistance (411) calls.

6. Department Heads shall be responsible for making sure that cell phones are being used in a manner consistent with this policy. Departmental invoices will be provided to department heads monthly for review of employee cellular usage.
7. Failure to comply with the regulations outlined herein as well as Section 13.9 of the Personnel Regulations may result in the temporary or permanent suspension of cell phone privileges, or other appropriate disciplinary action.