**SECTION: EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Cell Phone Use **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The City expects employees to exercise discretion in using personal cellphones while at work. Personal calls should be made during non-work hours, when possible, except in an emergency.

**DEFINITIONS:**

1. Personal cell phone: A personal cell phone is a handheld electronic device (mobile phone) designed for communication, primarily through voice and text, but also includes data transfer and internet access, and purchased by an employee.
2. City-owned cell phone: A mobile phone provided by the City to an employee for use in conducting work-related activities

**APPLICABILITY:**

This policy applies to all employees employed at the City.

**PROCEDURES:**

1. Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.
2. The City is not liable for the loss of personal cellphones brought into the workplace.
3. The City may issue a business cellphone to an employee for work-related communications. Personal use of company-owned cellphones should be kept to a minimum. All communication on a City cellphone may be subject to open records and should not be considered private or confidential.
4. Employees in possession of City-owned cellphones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee will produce the phone for return or inspection.
5. City employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones.
6. Employees whose job requires regular or occasional driving are expected to refrain from using their personal or City-owned cell phone while driving.

Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions, and may be subject to discipline, up to and including termination of employment.

* The use of a camera or other video or audio recording-capable devices on City premises is prohibited without the express prior permission of management and of the person(s) subject to recording. (See Civil Service Rules for public safety Video or audio recording in restrooms and/or locker rooms is strictly prohibited.
1. Employees violating this policy will be subject to discipline, up to and including termination of employment.

CELL PHONE USE

ACKNOWLEDGMENT

Employee Name:

Employee Position:

Date of Receipt of Cell Phone Use Policy:

I acknowledge and agree that:

1. I have received a copy of the City’s Cell Phone Use Policy;
2. I have read the Cell Phone Use Policy in its entirety and fully understand the provisions contained therein; and
3. I agree to abide by the provisions contained in the Cell Phone Use Policy.

Employee’s Signature

Employee’s Name (Printed)

Date