



CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 41
TELEPHONE, CELL PHONE, AND FAX MACHINE USAGE

These administrative instructions establish policy with respect to using City landline telephones, cell phones, and fax machines.

Instructions

City landline telephones, cell phones, and facsimile (fax) machines are to be used for City business only. The making of personal calls or the sending of personal faxes is discouraged, but when necessary, is to be kept to a minimum. Employees must not use City telephones, cell phones, or fax machines to conduct business for other agencies, companies, or for themselves.

City landline telephones, cell phones, or fax machines are not to be used for any illegal activities. City employees will use the carrier designated by the City for each communication device.

Personal use of the City's fax machines is discouraged, but when absolutely necessary will be permitted as long as the user pays for the billing received by the phone company for this service.

Employees must not use the City's business address for receiving personal U. S. Mail.

Employees will be responsible for reimbursing the City for all fees associated with personal cell phone calls made to or from City-issued cell phones, all personal long distance calls made from the City's landline telephones, and any fees associated with sending or receiving personal fax messages.

Employees and their respective Division heads will be responsible for reviewing and auditing the monthly phone bills for landline phones, facsimile machines, and cell phones. Employees will be required to reimburse the City, via payroll deduction, for personal long distance calls made from City landline phones, personal fax use, and personal cell phone use. In order to comply with the IRS Code, employees are required to verify incoming and outgoing cell phone calls as being either personal or business-

related. Employees will be charged \$0.40 per minute for personal calls made from and/or received by City-issued cell phones. The IRS Code requires that employees be assessed a pro-rata share of the monthly service fee for a cell phone. Therefore, the \$0.40 per minute fee is deemed to include a pro-rata share of the monthly service fee.

Contracts for cell phone service will be in the City's name. In all cases, cell phones and accessories (e.g., battery chargers) remain City property. All cell phone requests must be submitted to the employee's supervisor and must be included in the department's/division's budget before approval will be granted.

City employees will be held responsible for lost or stolen cell phones, other like communication devices, accessories, etc., belonging to the City. Employees must immediately report lost, stolen, or broken cell phones and related equipment to their supervisors and to the Office of the Municipal Administrator.

Employees are to use City cell phones in a safe manner. The use of cell phones while driving City vehicles is discouraged, but when necessary should be kept to a minimum.

Phone calls are not to be forwarded to cell phones or other like communication equipment unless deemed operationally necessary by the appropriate division or department head.

All other City policies that apply to the use of City communication equipment or devices or any other City property or equipment shall also apply to cell phones, landline phones, and fax machines. For example, no harassing or threatening calls shall be made from any City communication equipment.

Employees may be disciplined for violating this policy.



Mayor



Date