



CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 41
TELEPHONE, CELL PHONE, AND COMMUNICATION EQUIPMENT USAGE

These administrative instructions establish policy with respect to using City telephone, cell phones, and like communication equipment.

Instructions

City telephone, cell phones, and like communication equipment generally are to be used only for company business. The making of personal calls are discouraged, but when necessary, are to be kept to a minimum. Employees may not use City telephone, cell phones, or like communication equipment to conduct business for other agencies or companies or for themselves.

City telephone, cell phones, or like communication equipment are not to be used for any illegal activities. For all telephone or cell phone use, City employees will use the long-distance carrier designated by the City.

Employees will be responsible for payment of all personal calls, including applicable airtime charges for all personal calls made from City telephones, cell phones, and other like communication equipment. Employees should be aware that all calls made from City cell phones will be itemized on the invoice received and processed for payment. Because the payment for cellular service is made with public funds (taxpayer dollars), it is recommended the employees establish a tracking method to take responsibility for their personal calls. A form is attached to this policy that is recommended for this purpose.

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 your supervisor and must be included in your department'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 Finance Director.

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Employees are to "lock" and secure cell phones and like communication equipment when they are not in use.

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

Generally, confidential information is not to be discussed over cell phones. 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 regular telephones, other communication equipment or devices, and all other City property or equipment shall also apply to cell phones and other like communication devices. For example, no harassing or threatening calls shall be made from any City communication equipment. Employees may be disciplined for violating this policy.



Mayor

8-26-03
Date

