

APPROVED _____



CELLULAR PHONE POLICY

I. GENERAL

The cell phone is a valuable communication tool for selected Borough employees as it increases their efficiency and safeguards their well-being.

II. PURPOSE

This policy is to establish guidelines for the distribution and use of Borough-owned cell phones.

III. RESPONSIBILITY

1. Department directors shall ensure that their department staff follows the procedures set forth in this policy.
2. Compliance is the responsibility of each Borough employee.
3. Human Resources shall maintain this policy.

IV. POLICY

1. Borough-owned cell phones are provided for Borough business purposes. Prior to being authorized to use a borough cell phone, employees are required to read and sign a Borough Use Agreement form (attached).
2. General Services will purchase the requested equipment from the service provider, arrange for delivery to the department and pay for monthly service charges.
3. To keep cell phone expenses to a minimum, employees are required to access regular (land lines) telephones when available.
4. The Borough recognizes that in unusual circumstances, and in the course of conducting Borough business, the employee may need to use a Borough-issued cellular telephone for personal business when immediate communication is required. Such incidental calls should be brief and limited in duration.
5. Unless absolutely unavoidable, cell phones are not to be used while driving a moving vehicle or operating moving machinery, as such distractions can cause accidents and injuries. If cell phones must be used frequently during vehicle operation, a hands-free car kit should be utilized.
6. Misuse of a Borough-owned cell phone is prohibited.
 - a. Use of a cell phone to violate another person's privacy is not allowed.

- b. Employees shall comply with all notifications (written or otherwise) that require cell phones to be switched off while in a specific location.
- c. Cell phones with video/audio recording technology must be switched off in areas that require all recording devices to be inactivated.

V. PROCEDURE

1. Requests for cell phones are made as part of the annual budget process.
2. General Services will purchase the requested equipment from the service provider, arrange for delivery to the department and pay for monthly service charges.
3. It is the responsibility of the employee using the equipment to protect and safeguard the equipment. The loss or theft of equipment shall be reported to the General Services Department on the next business day. Lost or stolen equipment will not be automatically replaced. The department director must submit a request for replacement to the General Services Department. Replacement will be subject to budget availability.
4. The General Services Department will review and monitor monthly cell phone billings to ensure use in accordance with this policy. Unusual cell phone activity will be identified and forwarded to the department director for review and approval.
5. At a department's request, on a monthly basis a copy of the cell phone billing for a department will be forwarded to the director for review.
6. In the unlikely event that a Borough cell phone is used for an employee's personal communications, and if the use is not approved by the department director, the employee must reimburse the Borough for the cost associated with that use at a rate of ten cents per minute or actual costs, whichever is greater. The employee must attach a check made out to FNSB and a copy of the bill (with calls to be reimbursed highlighted) to General Services, who will deposit funds with Treasury/Budget.
7. Misuse of a Borough-owned cell phone or failure to make timely reimbursement for personal phone calls may result in loss of Borough-owned cellular phone privileges.
8. It is the responsibility of each department director to notify the General Services Department if cell phone service is to be terminated.
9. Non-functioning and outdated phones shall be returned to General Services for appropriate disposal.

VI. SUPPLEMENTAL INFORMATION

A. References – None

B. Definitions –

Cell Phone: A transportable or vehicular mounted device employing low-power radio transmission and reception for accessing the public switched telephone network. For the purpose of this policy, this definition includes satellite phones and other devices with cell phone capabilities.

C. Revision History

Supersedes Policy No.	Effective Dates
40.03	4-10-2006

FAIRBANKS NORTH STAR BOROUGH
Employee Cellular Phone Release Form

I, the undersigned, hereby acknowledge that I have received a copy of Fairbanks North Star Borough Cellular Phone Policy. I have read this policy and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action may be taken if I am found in violation of this policy.

Employee Name: **(please print)**

Employee Signature:

Date:

Employee Title:

Department Director Signature:

Date:

General Services Signature:

Date: