

City of Lawrence  
Administrative Policy

SUBJECT Acquisition and Use of Cellular Phones		APPLIES TO All Departments and Divisions	
EFFECTIVE DATE April 1, 1995	REVISED DATE None		
APPROVED BY City Manager		TOTAL PAGES 3	POLICY NUMBER AP-1

1.0 **Purpose**

This policy has been developed to provide an efficient and consistent procedure for the acquisition, use and maintenance of cellular phones for all City departments and divisions. The overall intent of the policy is to manage and control costs associated with efficient use of communication devices.

2.0 **Policy**

The City of Lawrence may acquire cellular phones for those departments where such technology will enhance the ability of City employees to provide innovative, cost effective, efficient and effective customer service. Cellular phones shall be provided only when other less expensive methods of expedient communication are not available or appropriate.

3.0 **Procedure**

3.1 **Minimum Standards**

Cellular phones may be requested for the following City employees.

1. Department Heads whose job duties and responsibilities require them to maintain constant or intermittent contact with the public and if they spend a significant portion of their workday in the field.
2. City employees who serve in public safety capacities and who by job title and responsibility routinely serve in command or field coordinator roles for incidents that may threaten public safety and well being.
3. City employees with whom immediate and direct telephone communication is necessary in the performance of their job responsibilities and organization duties.

4. City employees whose assigned duties and responsibilities require mobile communication access, and a cellular telephone provides economic and functional benefits over alternative means of mobile communication.

### 3.2 Justifying and Requesting a Cellular Telephone

Requests for cellular phones shall be made in writing to the City Manager or designee by Department Heads. The written request should justify need and function alternatives evaluated by cost and benefit.

### 3.3 Review and Approval of Cellular Telephone Requests

All requests will be reviewed by the City Manager or designee. Approval of requests will be based on whether cellular technology is the most efficient and appropriate communications technology for the situation and the availability of funding in the budget for cellular phone acquisition and operation.

### 3.4 Acquisition Method

Due to the changing environment in cellular phone technology and market prices, the most prudent method of acquiring cellular phones may be by purchase or lease. The City Manager or designee shall periodically negotiate cellular phone agreement terms with a local cellular phone provider to meet the needs of the City. The agreement should include terms for cellular phone calling plans, equipment and service. All approved requests for cellular phones will be filled from such agreements and appropriate charges will be assessed against respective departmental budgets.

When preparing annual budget requests, departments should include sufficient funding in appropriate line items to cover the cost of approved cellular phones.

### 3.5 Selecting Cellular Phones

Upon notification of approval of a cellular phone request, the department head or designee should work with the approved cellular phone provider to select the appropriate cellular phone plan, equipment and services.

### 3.6 Installation

The Department Head or designee is responsible for coordinating the installation of approved cellular phones for their department.

### 3.7 Billing

Billing statements shall be sent to the appropriate department approved for the cellular phone service. Once approval for payment is received by appropriate departmental staff, the billing statement should be forwarded to the Finance Department for payment against appropriate department line items.

## 4.0 Use of Cellular Phones

- 4.1 Cellular phones are acquired with public funds to enable City employees to transact the public's business in the most efficient and cost effective method possible.
- 4.2 Generally, employees who have city-owned cellular phones shall use them in the same manner, care and stewardship as do employees who have conventional, stationary phone equipment.
- 4.3 Employees shall limit, to an absolute minimum, calls that do not involve City business. This rule is applicable to incoming and outgoing calls to cellular phones since charges are assessed according to air-time usage. Use of cellular phones by a city employee other than for City related business shall be presumed to be personal use.
- 4.4 All costs or expenses associated with any long distance or roaming personal use (non-City related business) shall be the financial responsibility of the employee. The employee shall reimburse the City all such costs immediately upon receipt of the monthly billing statement in accordance with procedures established by the Finance Department. Other costs resulting from misuse or other inappropriate use of cellular phones shall also be the responsibility of the employee.

## 5.0 Monitoring Cellular Phone Usage

- 5.1 To ensure that cellular phones are being used appropriately, immediate supervisors and department heads should monitor the use of cellular phones by reviewing monthly activity schedules.
- 5.2 Inappropriate use of cellular phones shall be reported by immediate supervisors to their respective Department Head for appropriate action including possible disciplinary action. The Department Head should send a copy of the action to the City Manager.