

VILLAGE OF INDIAN HILL

POLICY REGULATING THE USE OF VILLAGE OWNED CELL PHONES

POLICY STATEMENT

This policy establishes guidelines for the proper use of City of the Village of Indian Hill ("Village") owned cell phones by employees of the Village. Village cell phones are the property of Indian Hill. Users are required to comply with this policy, any applicable user manuals, applicable department/division manuals, state and local laws, and the Village's Employee Handbook. The City Manager and individual Department Heads will determine which personnel will be assigned to carry a Village owned cell phone. A cell phone will only be assigned when the needs of the position clearly indicate such a tool will improve job performance, efficiency and productivity.

USE GUIDELINES

1. The Village will acquire an appropriate smart phone (lowest or no cost model meeting requirements as determined by the Information Technology Manager for applicable administrative personnel required to carry a Village owned cell phone. All other personnel required to carry a Village owned cell phone will receive a free standard cell phone covered under the governmental plan. If an employee wishes to have an upgrade beyond the Village provided cell phone, the employee will be responsible for paying the difference between the issued phone and the upgrade. All accessories and cases are the responsibility of the employee.
2. The employee assigned to a Village owned cell phone is responsible for the safekeeping, care and custody of the cell phone assigned to them. Employees shall report the loss or theft of the cellular device immediately to the Information Technology Manager upon detection of the loss. If a phone breaks, the Village may pay for up to one (1) replacement device during a phone's 12-month cycle at the discretion of the City Manager. If the phone is an upgraded device, the employee will pay for the difference as the original arrangement. Anything more than one (1) breakage within the phone cycle will be the responsibility of the employee. The cell phone and other such devices must be surrendered to the employee's Department Head and the monthly service package immediately discontinued upon an employee's resignation or termination.
3. Employees that are assigned a Village owned cell phone are permitted to utilize cell phones for limited personal use, but at no time may this personal use distract from the timely performance of their assigned tasks and no personal long distance calls may be charged to the Village. Cell phone service should be used generally when normal telephone service is not reasonably available to initiate or receive calls. Appropriate monthly packages for cell phone minutes for employees per phone will be determined by the City Manager and Information Technology Manager. To avoid overages on monthly bills for Village issued cell phones, calls should be placed on a non-cell phone if one is accessible, non-essential calls should be delayed until a non-cell phone is accessible.

4. The Village shall monitor the use of all Village owned cell phones to avoid incurring charges for personal use or other misuse. Use of phones will be monitored by the Finance Director/Tax Commissioner and any excessive use will be forwarded to Department Heads for review. If personal use results in extra charges, the employee who is assigned the phone in question may be responsible for reimbursing the Village these charges through payroll deduction. Employees can monitor their phone usage through the cell phone provider's website.
5. The Information Technology Manager shall manage any relationship with cellular providers, monitoring plans, setup and be responsible for placing all orders for cellular phones and services with the contracted vendor and take delivery of and configure equipment. This configuration may include the installation of management software and device restrictions.
6. Photographs, videos, and other forms of electronic imaging and text messages are subject to disclosure pursuant to Ohio's Public Record law and may only be created for purposes of official Village business. Nothing in this policy shall be interpreted to create any expectation of privacy of employees in the text messages and images sent with or received by Village issued cell phones.
7. Use of cell phones while operating a motor vehicle will be governed by state and federal law. Employees must refrain from using cell phones and other PDA's, either hand-held or hands-free, while operating a motor vehicle. Employees shall not initiate or respond to phone calls, read or respond to text messages or emails while operating a passenger or commercial vehicle.
8. The City Manager may assign other advanced technology communication devices to employees and, in some cases, will determine the amount of any additional charges the employee must pay to the Village for using such device.
9. All usage of Village cell phones that are not assigned to an individual employee is restricted to business use only. No personal calls may be made or received from non-assigned departmental cell phones.

INVESTIGATION AND DISCIPLINARY ACTION

1. The City Manager, or his/her designee, shall cause an investigation of any alleged violation of this policy, and may conduct a review of cell phone usage data. Employees who are found to have violated this policy shall be subject to disciplinary action up to and including the loss of the use of an assigned cell phone and termination from employment.

APPROVAL: _____

CITY MANAGER

DATE: _____

9/5/18

EFFECTIVE: Immediately

LAST REVISED: 09/05/2018; 06/30/2012