

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER: 105-2</b>	<b>REVISED: 2</b>	<b>PAGE <u>1</u> OF <u>2</u></b>
	<b>SUBJECT: CELL PHONES</b>		

**1.0 POLICY**

The City recognizes that technology is advancing and cellular phones are becoming a part of City equipment that is assigned to City employees. In recognition of that fact, the City is adopting a policy governing the use of cellular phones.

**2.0 ORGANIZATIONS AFFECTED:**

All departments/divisions.

**3.0 PROCEDURE**

**3.1 General**

The purchase of City cellular phones is governed by City purchasing policies. The allocation of cellular phones to a department will be determined through the needs of the personnel in the department to conduct City business while outside of the facility that they work in and where there is a demonstrated need for a cellular phone due to a need for immediate business related contacts where land-based phones are not available. For out of town trips, cellular phones can be checked out at the City Manager's Office during regular business hours. City Manager approval and budget process approval are necessary before cellular phone purchase by City departments.

The City has purchased cellular phones for employees who have a business necessity to telephone others or receive calls when outside of City buildings. Cellular phones are City equipment and are to be used by authorized employees to conduct City business in a professional manner. Employees are responsible for the proper care and handling of all City equipment in their possession. Cellular phones are to be used for City business. Personal use is not allowed, except in the case of emergency calls to 911 or similar emergency contacts, or when making a call home as permitted in the travel policy. A file of cellular phone charges made by employees will be kept and monitored by the department head.

All City cell phones shall be covered under the same service plan.

<b>DEPARTMENT: ADMINISTRATION</b>	<b>SUPERSEDES: 4/19/01</b>	<b>PREPARED BY: EBS</b>	<b>DATE APPROVED: 10/3/01</b>	<b>REVIEWED: 5/30/2007</b>
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**ADMINISTRATIVE  
PROCEDURE**

SUBJECT: **CELL PHONES**

3.2 Assignment of Cellular Phones

Department heads will assign cellular phones to employees in their department and will consider:

3.2.1. Needs of the department (does the employee conduct work outside of the City facility and away from land-line phones where immediate work related phone contact is necessary to warrant the need for a cellular phone).

3.2.2. Employee's work duties (does the employee perform work that necessitates the need for a cellular phone).

3.2.3. Effect on customer service.

3.2.4. Improved efficiency in the performance of the job.

3.3 Cellular Phone Check-Out

3.3.1. The City will have City-owned cellular phones available for check-out by City employees for City business. The number of phones will be determined by the City Manager and check-out will be controlled from the City Manager's Office during normal working hours.

3.4 Safety

3.4.1. Use of mobile communications requires special attention to safety. When using mobile phones in a vehicle, the following guidelines will be followed:

3.4.1.1. Dial whenever possible when the vehicle is stopped. If necessary, pull over to the side of the road (legally stopped) to dial or answer the phone.

DEPARTMENT:  
ADMINISTRATION

SUPERSEDES:  
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