

City of Entiat

Guidelines for Cellular Phone Acquisition/Policy
and Employee Use Agreement

I. CITY OWNED CELLULAR PHONES

A. Cellular Acquisition Policy

1. The City will purchase cellular phones for use by selected employees.
2. The Mayor or Dept. head shall make a determination as to which employees may have need of this service.
3. The City will evaluate cellular usage versus alternative communication.
4. The City shall keep an inventory of City owned cellular phone equipment for auditing purposes.

B. Cellular Usage Policy

1. City owned cellular phones and services shall be used for city business and in the event of emergencies.
2. Cellular phones and services should not be used when a less costly alternative is safe, convenient and readily available.
3. The City reserves the right to monitor the use of all city owned cellular telephones.
4. Cellular transmissions are not secure. Employees should use discretion in relaying confidential information.
5. Reasonable precautions should be made to prevent equipment theft and vandalism.
6. A reimbursement agreement shall be signed by the employee to secure payment for personal cellular use.

C. Cellular Reimbursement Agreement

1. The City recognizes that occasions arise in which a personal call needs to be made.
2. City owned cellular phones shall not be used predominantly for personal calls.
3. The employee shall provide phone numbers and names of people or times of day or any other information necessary to document personal calls to the appropriate city personnel on a monthly basis.
4. The employee shall pay for the personal phone calls on a monthly basis and the amount of said calls will be deducted from the next net payroll check issuance.

Mayor or Dept. Head

Employee

Date:_____

Date:_____