

754.5 SUBJECT: .REQUEST AND USE OF CELLULAR PHONES

1 OBJECTIVE:

- A. To describe the policy and procedure necessary to request and obtain cellular phones.
- B. To describe the policy and procedure for the use of City-owned cellular phones.
- C. To ensure requests are consistent with the overall technical direction of City-wide telecommunication systems.

2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

3 DIRECTION:

Network Support Manager receives direction through the Systems & Networks Senior Manager.

4 METHOD OF OPERATION:

- A. Cellular telephones will be used for City business purposes only. Every effort will be made to contain calls to ten (10) minutes or less. Over limit calls should be reviewed by the supervisor for evidence of misuse and are subject to appropriate disciplinary action.
- B. Personal calls to or from a City cellular telephone are strongly discouraged. Such calls constitute illegal avoidance of State and Federal taxes, and "improper use of City equipment, supplies or communication" as defined in Human Resources Division policies. Occasionally, personal calls may be necessary, but frequent and/or repeated use of the cellular telephone may result in revocation of the cellular telephone use and/or disciplinary action. Department Directors/Office Heads may institute more stringent policy if appropriate.

A copy of cellular telephone charges will be provided to each Director and Office Head for their use in detecting abuse. Periodically, Internal Audit will audit cellular telephone bills.

- C. All personal cellular telephone calls, made or received, are subject to City reimbursement by an employee payable to the City of Orlando Revenue Collection for actual cost incurred.

- D. Departments with significant cellular phone usage, such as OPD, OFD and Environmental Services, are requested to establish formal internal policies regarding reasonable usage specific to their departmental needs.
- E. Employees are expected to exercise good judgment while using the cellular network. Cellular telephones are subject to monitoring with simplified radio scanner technology, and therefore are not suitable for conversations where privacy or security is a requirement.
- F. New cellular telephones may be requested using the Technology Management Division Equipment Request Form, and must first be approved by the Office of Management and Budget (OMB). The Network Support Manager will provide a cost estimate as needed.
- G. Purchases will be made through the contracted vendor only, by the requesting Department/Office, using normal Office of Purchasing and Materials Management procedures. The Network Support Manager will be responsible for coordinating all repairs, maintenance, feature changes, appointments and/or number changes for mobile telephones when properly notified. The repair, maintenance and/or change in service costs will be borne by the requesting Department/Office.

5 FORMS:

Technology Management Division Equipment Request Form

6 COMMITTEE RESPONSIBILITIES:

None.

7 REFERENCE:

Procedure adopted by City Council February 6, 1989, Item 7A-17; revised December 18, 1989, Item 16A-47; amended June 4, 1990, Item 2A-22; amended November 9, 1992, Item 6J; amended April 19, 1993, Item VV; amended March 20, 1995, Item SS; amended August 31, 1998, Item 3K; amended September 15, 2003.

8 EFFECTIVE DATE:

This procedure effective September 15, 2003.