

## **Attachment B Cellular Telephone Usage Rules**

Employees are urged to use the most economic communication means available in their daily activities and to use cellular telephones only when other communication options are not practical.

1. The employee is personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless telephones and other communication devices while driving.
2. If cellular telephones must be used while operating vehicles, care should be taken to maintain safe driving. Parking in a safe area is preferred.
3. Even when employees are providing their own individual service, outgoing and incoming personal calls are discouraged during works hours, as is any other personal business, except in case of emergency or extenuating circumstances.
4. Calls to other City employees that are not business related are considered to be personal calls and shall be limited and discouraged.
5. The use of any cellular telephone in violation of any federal, state or local law is prohibited. Under no circumstances will the City be liable for non-compliance.
6. The employee should use discretion in relaying confidential business related information over any wireless devices since wireless transmissions are not secure.
7. The department head or their designee is responsible for reviewing telephone bills for their accuracy for City-owned wireless devices.