

ROELAND PARK
CELL PHONE, PAGERS, WIRELESS COMMUNICATIONS POLICY

POLICY

It is the policy of the City of Roeland Park to provide cellular telephones, electronic paging devices, and/or wireless personal communications devices to designated employees in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services.

It is also the policy of the City to maintain the right of access and disclose any and all messages communicated through electronic means when City-owned equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message.

Decisions regarding the use of City cellular telephones, electronic paging devices, and wireless personal communications devices, which are not explicitly stated herein will be left to the discretion of the City Administrator. Department Heads are authorized to administer, provide guidance on, and assure compliance with the features of this policy.

At the City Administrator's discretion eligible personnel may obtain a personal cellular telephone, electronic paging device, and/or wireless personal communications device. The City will reimburse the employee at a monthly rate of \$35.00.

PROCEDURE

I. Applicability

This Policy and Procedure applies to all City employees, departments, and organizations. Departments which use a pool system for cellular telephones, or which have cellular telephones assigned to vehicles or positions instead of to individuals, may develop departmental policies and procedures and/or regulations which provide greater direction to their employees, as long as that direction is consistent with this policy.

This policy includes City-owned cellular telephones, electronic paging devices, and other wireless personal communications devices, which are not directly connected to a telephone line. It does not apply to direct wired landline telephones.

II. Authorized Usage

City-owned cellular telephones, electronic paging devices, and other wireless personal communications devices are intended only for City business. No personal use of City-owned cell phones is allowed. In the event of an emergency personal call, the employee shall reimburse the city of the proportional share of the current monthly fee and service charges, as well as the direct cost of the minutes used (i.e. roaming, long distance, rate plan minutes, etc.).

Employees should not use cellular telephones to discuss confidential or sensitive information, as cellular telephone conversations are **not** secured.

III. Eligibility Criteria

Employees eligible for assignment of City-owned cellular telephones, electronic paging devices, and other wireless personal communication devices are those designated by the City Administrator, including (but not limited to):

- Employees who are frequently in a vehicle, if the individual must conduct City business by telephone while in the field, and it can be shown that cost savings and customer service efficiency will be realized through use of such devices;
- Employees who have critical need to maintain accessibility with other department heads, city management staff and public officials, in order to insure uninterrupted customer services and/or the integrity of the organizations;
- Public safety positions as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations, or other resource entities outside of City government, and to provide for communications which may be inappropriate for mobile radios;
- Designated employees involved in the City's emergency response plan; and
- Department Heads and employees who have a responsibility for responding to public safety incidents in the field.

IV. Responsibilities of Department Heads

The Department Heads are responsible for:

- A. Recommending requests for cellular telephones, electronic paging devices, and other wireless personal communications devices from their respective subordinates;
- B. Insuring that requests are in conformance with the procedures outlined herein, or that exceptions are justified;
- C. Insuring that all persons assigned a City-owned cellular telephone, electronic paging device, and/or other wireless personal communications device, are provided access to a copy of this policy, and that the individual is in compliance with it;
- D. Conducting annual reviews of assigned devices to determine if such assignments continue to be justified; and
- E. Informing appropriate employees responsible for City communications of all reassignments of cellular telephones, electronic paging devices, and other wireless personal communications devices.

V. Responsibilities of Employees

Employees who are assigned the use of City-owned cellular telephones, electronic paging devices, and other wireless personal communications devices are responsible for the following:

- A. Insuring the physical security of such devices;
- B. Insuring that all communications on such devices are kept to the briefest duration possible;
- C. Keeping personal communications to a minimum;
- D. Insuring that any personal use does not detract from the employee's availability for completion of assigned duties; and
- E. Reimbursing the city for any personal calls sent or received at the rate established by the City Administrator.

VI. Use of Electronic Communications Devices and Safe Driving

All City employees are expected to drive with safety as the first consideration. This includes driving safely while operating cellular telephones, electronic paging devices, and other wireless personal communications devices. Recommendations for safe handling of vehicle-based calling from the wireless communications industry include the following:

- A. When driving, use voice-activated dialing, or have frequently called numbers pre-programming into the device, or consider pulling off the road to dial (or ask passenger to dial);
- B. Do not use the wireless communications devices at all if there are hazardous road or traffic conditions;

- C. Avoid multiple tasks when driving, such as trying to take notes while using a wireless communications device.

Employees are responsible for, and will be held accountable for, safe driving at all times.

VII. General Statements on Use of Wireless Communications Devices

- A. Use of a log-on or password does not imply any right to employee privacy of communication.
- B. Use of a deletion keystroke or process does not mean a message/ document has been eliminated from a wireless communications device, e.g. pager.
- C. On City-owned wireless communications devices, the City or department reserves the right to monitor and record communications traffic at any time, without notice to any employee.
- D. Any abuse or inordinate use of those devices will be considered misconduct and indifference to work, resulting in possible disciplinary action, up to and including termination. Any employee responsible for inordinate use of wireless communications devices may also be held responsible for the resulting costs to the City.

VIII. Monitoring of Wireless Communications by City Supervisors

Supervisory reviews of wireless communications may be conducted for business reasons.

Supervisors may review the communications of their employees to determine if there have been:

- Breaches of security;
- Violations of City policy; and/or
- Misuse by an employee

IX. Disclosure of Information

The City will disclose the contents of retrievable wireless communications messages, upon receipt of a valid court order or legal request, including Public Information (open records) requests. The City may disclose the contents of retrievable wireless communication messages if the information will assist in official internal or criminal investigations.

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them.

Department: _____

Name of Authorized User: _____
(Please print)

Signature of Authorized User Date

Cellular Phone Info:

Serial # _____ Phone # _____

Note: Please keep a copy of this certificate for your records and send the original to the City Clerks' office.