

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Finance	<b>Policy #</b> 2007-03
<b>Title:</b>	Desk Telephone, Cellular Phone and 2-Way Radio Use	

## PURPOSE

The purpose of this policy is to establish the procedure for the authorization and use of District owned desk telephones, cellular telephones and 2-way radios to contain costs, ensure departmental accountability and personal responsibility, and prevent improper use.

## BASIC POLICY AND OBJECTIVES

District desk phones, cellular phones and 2-way radios are issued for official District business. Personal use or abuse of this privilege can result in loss of the use of the telecommunications equipment and/or disciplinary action.

### A. AUTHORIZATION

Recommendations for the issuance of District owned desk phones, cellular phones and 2-way radios should be approved by the Department Managers. The use of a District owned cellular phones and radios is considered a privilege and may be revoked. Cellular phones and 2-way radios will be assigned by need and not every employee will have a cellular phone and/or 2-way radio assigned to them. Each case will be reviewed individually; the location, the business requirements, safety issues and appropriateness will all be taken into consideration when evaluating the need for a new phone.

### B. USE

Business Use: Any desk phone, cellular phone and/or 2-way radio owned and issued by the District shall have as its primary function, business related uses.

Personal Use: This policy acknowledges that from time to time, a desk phone and District issued cellular phone may be used for personal calls. As long as this use of the desk phone and cellular phone is incidental to its primary business use, personal calls are allowed.

If a situation occurs that warrants personal use of a District owned desk phone or cellular phone, beyond an incidental nature, the individual shall reimburse the District, as appropriate. Should it be determined that an individual is abusing the privilege of using a District owned cellular phone, the cellular phone may be taken from the employee and/or the employee disciplined.

Prohibited Use: Desk phones and cellular phones issued by the District shall not be used to harass or threaten any individual. Typically, District phones may not be used for personal long distance or fee services. However, in an emergency situation, the expense for any such use shall be reimbursed to the District as soon as possible. When practical, the employee must seek prior approval from their supervisor.

Driving: The District encourages the safe use of cellular phones when operating any vehicle or piece of machinery. Cellular phones shall not be used while driving. Employees shall pull off the road before taking or making any calls.

Meetings: Any individual using a District cellular phone shall use good judgment in how and where the cellular phone is used. Phones taken into meetings shall be turned off or to vibrate. If a call is taken during a meeting, every effort should be made not to disrupt the meeting. Unless a call is specifically related to the topic of discussion, talking on the cellular phone in a meeting is strongly discouraged.

Protection: The District encourages the use of protective and secure holders for cellular phones at all times. District employees shall exercise care so as not to drop, damage, or lose cellular phones and 2-way radios. Excessive damage or loss of phones will not be tolerated and the District may seek reimbursement from employees for damage or lost phones.

### C. PHONE RECORDS

The Accounting Department reviews the desk phone and cellular phone bills and notifies the Department Manager of any discrepancies. Discrepancies in billing data shall be resolved in a timely manner.

If a District phone is used for personal long distance or fee services, the Department Manager will be notified and the District will seek reimbursement.

### D. MISCELLANEOUS

The nature of the technology required to support the wireless cellular phone is rapidly evolving. Phones may have additional features such as cameras, text messaging, internet access, etc. The intent of this policy is to apply the principles enumerated herein to any such add-on or accessory feature.

Employees are responsible for maintaining adequate physical protection of all equipment issued to them by the District. If any District owned cellular phones or 2-way radios are damaged, stolen, or lost, the employee must notify his/her Department Manager immediately.

Any equipment purchased by the District is owned by the District and shall be returned to the District when the employee separates from service or when the need for such equipment no longer exists. Equipment must be returned in good working order. The costs of equipment not returned or the costs to repair any damage to equipment may be deducted from the employee's final check.

### E. PERSONAL CELLULAR PHONE USE

Use of personal cellular phones must be held to a minimum and must not interfere with the employee's work; Employees are encouraged to make personal calls during their breaks or at lunchtime.

<b>Approved by CSD Board of Directors</b>	December 19, 2007
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**Employee Acceptance:** By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Desk Telephone, Cellular Telephone and 2-Way Radio Use policy.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature

\_\_\_\_\_   
Print name here

<b>Approved by CSD Board of Directors</b>	December 19, 2007
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