


POLICY 131.0	DEPARTMENT CELLULAR TELEPHONE USAGE	
	Revised: 07/05, 06/07, 09/11, 12/13	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 07/05, 06/07, 09/11, 12/13

A. PURPOSE

This policy establishes wireless phone procedures and allowance amounts for Department members.

B. POLICY

It is the policy of the Fort Lauderdale Police Department to establish and maintain procedures pertaining to wireless phone procedures and allowances.

C. ALLOWANCES

1. The City recognizes a need for the use of wireless telephones by City employees in the performance of their duties. The City Manager has authorized the Chief of Police to determine which Police Department employees require the use of a wireless telephone.

2. With very few exceptions, the City will not supply a City-owned cellular telephone to any employee. For those employees who require the use of a cellular telephone as designated by the Chief of Police, they will receive a monthly allowance in their paycheck to partially offset the expense of a personal cellular telephone. The cellular telephone they use will be their personal property, billed to their home address, and the employee will be responsible for the entire monthly bill.

3. The monthly allowance amount for each individual employee will be determined by the Support Services Bureau Major per the Chief of Police. Listed below are three categories, one of which will be applicable to any employee who is deemed to require the use of a cellular telephone:
 - a. Tier 1 – Low Usage

The allowance for this tier will be established at \$30 per month. Employees in this tier are considered to have limited usage of a cellular telephone in that the cellular phone is used primarily to contact the employee when out of the office, in an on-call situation, in an emergency, or attending to City business at locations other than their primary place of work.

 - b. Tier 2 – Medium Usage

The allowance for this tier will be \$40 per month. Employees in this tier generally would spend a great deal of work time out of the office and in the

“field,” and do not have easy access to a telephone in order to remain in contact with their place of business or with the citizens and businesses they serve.

c. Tier 3 – Extensive Usage

Employees in this tier, by the nature of their position, are required to extensively use cellular communications in the course of their duties. Or, they have been mandated to use a particular cellular service or particular equipment to perform their duties or to align with other requirements, the cost of that service being above what normally would be required for their particular job function. The allowance for this tier will be \$50 per month.

4. Employees will be allowed to make and receive personal calls on the cellular telephone they use in the course of their work duties. The allowance plan is not designed to cover the full cost of a cellular telephone.
5. Certain telephones or cellular plans may be required of an employee due to work circumstances; in those cases the allowance may be adjusted upwards to a higher category (see #3) to cover an increased expense if necessary.
6. Telephones and accessories for cellular service will be purchased by the employee and will remain the property of the employee.
 - a. A Wireless Telephone Authorization Form (Appendix I) will be initiated by the employee. A completed form, signed by the Chief of Police, is then forwarded to Human Resources for processing.
 - b. The monthly allowance will continue until such time as the Police Department initiates an action to discontinue the allowance or the employee's employment with the City is terminated. Note: As employees are entering into personal agreements, based on the City's agreement to issue an allowance, termination of the stipend within the first twelve (12) months of receipt, for any reason other than termination of employment, is prohibited by this policy.
 - c. Employees who are given an allowance to support their cellular telephone can request reimbursement for expenses that exceed their monthly bill if City business results in significant overage charges to the employee's cellular plan. For reimbursement, the employee should submit a RPA (Request for Payment Authorization) via the Police Department's Finance Unit to the City's Information Technology Department along with copies of their cellular telephone bill and the business calls so noted. After review by the City's Information Technology Division, the RPA will be forwarded to City Finance for payment. RPA's will not be processed by City Finance without the approval by the City's Information Technology Division.
 - d. Anyone receiving a cell phone allowance is required to notify the department via a Change of Emergency Information email, of a change in their cell phone number and/or provider.

Exceptions to this policy may be granted when, for security or investigative purposes, it is necessary that the City purchase a telephone and a cellular usage plan for an employee.

D. ISSUED PHONES

1. If the Chief of Police has determined that a particular employee should be assigned a City-owned cellular telephone for security reasons, the following procedure is to be utilized:
 - a. The purchase/lease of a cellular telephone, its accessories and batteries and associated service, must be made through the City's Procurement Division. All Purchase Requests for telephones, accessories, and batteries must be approved by the City's Telecommunications Section of the Information Technology Division. The City's Information Technology Division can assist in determining the types of phones and services available.
 - b. Only the lowest cost telephone commensurate with the type of service required will be purchased. Exceptions must be specifically approved by the City Manager.
 - c. A Wireless Telephone Authorization Form must be completed, signed by the Chief of Police, and forwarded to the City Manager for their signature. The Form will then be provided to the City's Procurement Division to affect the purchase.
 - d. The employees Bureau Major or designee will be responsible for reconciling each assigned phone bill on a monthly basis to ensure billing accuracy.
 - e. Personal calls are not permitted on City-owned cellular telephones and users must reimburse the City for any calls made at the carrier's overtime rate.
 - f. Requests for replacement phones, accessories, and batteries do not require City Manager approval.
 - g. Monthly bills for service must be reviewed by the employee's immediate supervisor and all non-business charges noted. The reviewed bill will then be forwarded to the Finance Department for payment.
 - h. It is the Bureau Major's responsibility to ensure that each cellular telephone has the proper rate plan applied to the telephone. The City's Information Technology Division can assist in determining and locating the proper plan.
 - i. If the telephone is assigned as a "Sign-in Sign-Out" device, a daily log must be kept by the employee's immediate supervisor noting which employee is using the telephone. This log must be updated each working day; multiple-day checkouts are not allowed unless the employee is on-call.
 - j. All bills for City-owned cellular telephones are subject to review by the Chief of Police or acting Chief of Police.

E. PRIVACY:

Members shall not expect privacy when using a Departmental taped telephone line, pager, cellular telephone or computer. Information and messages given over taped telephone lines and via computer are subject to disclosure under the Florida Public Records Law.

City of Fort Lauderdale

PSM 9.11.5.5

Cellular Telephone Allowance Authorization Request

9-01-04

Supersedes page dated 2-06-04

Appendix I

All wireless phones to be used by City departments must be initially approved by the respective Department Director. Each cellular telephone assignment is subject to an annual review by the City Manager's Office. Approved requests will be processed by the Human Resource Division. All rejected applications will be returned to the requesting department.

Please call the IT Helpline at 828-5555, if you have any questions about completing this form.

SECTION I

<u>Requesting Department</u>		<u>Employee (User) Information</u>	
Department:	_____	Name:	_____ CEN: _____
Division:	_____	Classification:	_____
Contact (name):	_____	Work Address:	_____
Phone:	_____		_____
Index Code:	_____	Phone:	_____

SECTION II

Allowance Requested:

\$30 Month
 \$40 Month
 \$50 Month
 Other (Requires City Manager Approval)

Justify Telephone Need and Allowance Level:

SECTION III

Currently Assigned Wireless Devices:

<input type="checkbox"/> Pager	Pager # _____	Inventory Control # _____
<input type="checkbox"/> Radio	Model _____	
<input type="checkbox"/> Cellular Phone		Phone # (s) _____

SECTION IV

Discontinue cell phone allowance? Date: _____

SECTION V

Approved
 Disapproved
 Department Director: _____ Date: _____

Employee acknowledges that they have read and understood the City's official Cellular Telephone Policy and agrees to abide by the terms and conditions therein. The Employee is solely and only responsible for any charges incurred for cellular telephone use under this policy.

Employee: _____ Date: _____