

Village of Mount Prospect

Cell Phone Policy

Objective: The cellphone Policy aims to establish consistent and clear rules for the issuance and/or use of cell phones to conduct official business on behalf of the Village of Mount Prospect.

Definitions:

- a) **Cell Phone:** is any portable telephone that uses wireless cellular technology to send and receive phone signals, texts and data.
- b) **Smartphone:** is a cellular phone that performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded applications.
- c) **Business Use:** is any call, text or internet connection made by an employee for conducting official Village business in direct support of their assigned duties and responsibilities.
- d) **Personal Use:** is any call, text or internet connection made by an employee when not conducting official Village Business.

Scope:

This policy recognizes that certain Village positions may require the employee to be readily accessible outside normal working hours for frequent contact by other Village staff and/or the public. Certain positions also require employees to work outside of an office. In the current environment, communication is the key and many Village employees conduct certain Village business using cell phone services including but not limited to calls, texts, emails and internet. This policy recognizes that not all employees may require the use of a cell phone for business use. This policy outlines the procedures employees must follow to ensure appropriate, efficient, ethical and legal use of a cell phone or smartphone.

Eligibility:

The Department Director or designee is responsible for determining an employee's need for a cell phone within their respective department. The Village Manager or designee would review a request made by a Department Director and shall have final authority to deny, modify or approve any Department cellphone and/or smartphone request.

Village Issued Cellphone:

Eligible employees are divided into three major groups and the policy for assignment of cellphones for each of the group is identified below:

Group A: Public Safety Employees

Public safety employees include employees from the Police Department and Fire Department. The Village has selected T-Mobile as the service provider for public safety employees due to free service for a period of 10 years. For employees in this group, the Village will pay for 100% of the cost of the Village issued cell phone and will determine the service plan level and related

options/accessories for the employee. The Village provided phones will be added to existing Village plans through the provider. No separate vendors/plans will be established. Normal wear and tear of this type of equipment is expected. The Department will be responsible for replacing and adding new phones from their operating budget. The replacement phone or new phone should be of a reasonable cost as determined by the Chief Technology and Innovation Officer. An appropriate make and model cellphone should be purchased after consulting with the Village IT Department. Upon separation of employment, the cellphone must be returned to the Department/Village, as the Village owns the equipment.

Group B: Village Leadership Team

This group includes key personnel from the Village Manager's Office, Department Heads/Directors, Assistant/Deputy Directors, Supervisors and other appropriate personnel as determined by the Chief Technology and Innovation Officer. Employees in this group are provided either a standard Village issued cellphone or provided an option to upgrade the equipment to a higher make and model and pay the difference above the standard price for the Village provided equipment. Standard Village issued equipment is owned by the Village. Upon separation of employment, the cellphone must be returned to the Department/Village.

In the case of damage of standard issued equipment within two years from the purchase date, the Village will be responsible for repair or replacement as the Village owns the equipment.

If an employee chooses to upgrade over the standard Village issued cellphone, the employee will be responsible to pay the difference between the standard equipment cost and the higher model equipment cost. After paying the upgrade cost, the ownership of the equipment will be transferred to the employee. Upon separation from the Village, the cellphone does not need to be returned to the Department/Village, as the employee owns the equipment. If employee upgrades to a higher model and the equipment is damaged before a period of two years from the purchase date, the employee will be responsible for replacement/repair cost associated with the damaged equipment.

For this section, the standard cost for a Village provided equipment is assumed to be \$200. The Chief Technology and Innovation Officer can adjust this cost after a review.

Group C: All Other Employees

This group includes all other employees not described under Group A or B. The employees in this group will be provided standard cellphone/smartphone equipment based on need. The group does not have an option to upgrade their equipment to a higher model. The Village will own all the equipment and will be responsible for replacement as well as repairs to the equipment (if needed). Upon separation from the Village, the cellphone must be returned to the Department/Village, as the Village owns the equipment.

General Use Conditions:

1. The Department Director and employees are jointly responsible for understanding the terms of this Policy, as well as the specific wireless vendor's contractual terms; for ensuring

compliance with this Policy; and understanding the consequences of noncompliance with this Policy.

2. To observe safe vehicle operations, whenever practical and safely possible, the employee shall pull over to a safe off-of-the-roadway location to initiate or to continue any non-emergency call. Note that the state of Illinois requires the use of a hands-free device while operating a motor vehicle.
3. Use of a cell phone or smartphone in any manner contrary to department protocol and local, state, or federal laws will constitute misuse, and may result in appropriate employee discipline.
4. Employees who are charged with traffic violations resulting from the use of their cell phone or smartphone while driving will be solely responsible for all liabilities that result from such actions.
5. The employee shall surrender all Village owned cell phones and related equipment upon termination or upon the direction of the Department Director.
6. An employee who receives a Village issued cell phone shall be aware that all voice calls, data, metadata, emails, texts and any other applicable forms of communication made on the Village issued phone are public records and are subject to relevant provisions of the State and Federal laws. The Village also has right to ask and inspect any Village provided cellphone and smartphone devices as well as contents thereon.
7. An employee may request a cancellation of the Village issued cell phone at any time in writing to the employee's authorizing manager (i.e. Department Director, or Village Manager designee). The authorizing manager may approve or deny the request based on the employee's position and need of the employee to have a cell phone.
8. Cell phones and smartphones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
9. Unless prohibited by department policy, employees may use a personal cell phones or smartphone while at work on a sporadic basis. If an employee's use of a personal cell phone or smartphone causes disruptions, unsafe working conditions, or loss in productivity, the employee may become subject to disciplinary action up to and including termination.