

## CITY OF DOTHAN, ALABAMA

### STANDARD OPERATING GUIDELINE - NO. 22

#### GUIDELINE FOR CELLULAR TELEPHONES

##### I. PURPOSE

- A. To establish a policy or procedure for the issuance/official use of City of Dothan cellular telephones.
- B. Cellular telephone use shall be limited to those expenditures incurred in accordance with specified guidelines.
- C. This guideline shall apply to City of Dothan, Alabama Employees, Department Heads, Appointed Positions and Elected Officials.

##### II. PROCEDURE

###### A. Request for Cellular Telephones

- 1. All requests for cellular telephones shall be submitted to the Chief of Police on a Telephone Request Form. The City Manager's approval is required on each telephone issued.
- 2. The Police Department designee shall maintain a copy of all service agreements and completed request forms.
- 3. A listing of all cellular telephones shall be maintained by the Police Chief and Finance Director containing:
  - a. Authorized Holder
  - b. Telephone Number
- 4. In the event a cellular telephone/equipment becomes inoperable, damaged or lost, the Police Department shall be notified. The Police Department's designee shall advise the user as to the repair/replacement.

###### B. Use of Cellular Telephone

- 1. Cellular telephones are utilized, primarily, for City of Dothan business purposes.
- 2. In most circumstances out of town telephone use should coincide with, but is not limited to, approved travel by the City Commission.

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3. Each employee assigned a cellular telephone shall be allotted a set number of minutes based on his or her required usage, Department Head recommendation, or economic necessity. The Police Department shall notify the appropriate Department Head by memo should an employee exceed their allotment by amounts greater than 60 minutes. If the employee is the Department Head, one memo will be sent to the Department Head and one memo to the City Manager.
4. Should the allotment of minutes for the City Manager be exceeded by an amount greater than 60 minutes, a memo to the Mayor shall be sent to document the overage.
5. The Mayor and the Commissioners shall also have a set allotment of minutes. Should the allotment of minutes for the Mayor or Commissioners be exceeded by an amount greater than 60 minutes, a memo to the City Manager shall be sent to document the overage.
6. For phones that do not have minutes pooled, a copy of those bills over \$100 will be sent to the City Manager for review.
7. Excessive/unauthorized personal use of the cellular phone resulting in overages of minutes will result in disciplinary action as described below.
8. A copy of a Cellular Telephone call/use log shall be made available to the appropriate Department Head upon request.

### III. MISUSE

- A. The Police Chief and the Finance Director shall report all suspicious cellular telephone charges to the City Manager.
- B. Disciplinary procedures for excessive/unauthorized usage shall be as follows:
  1. First occurrence – Counseling
  2. Subsequent occurrences – Appropriate Department Head/City Manager disciplinary action

### IV. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

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V. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST BY:

APPROVED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CITY MANAGER