



Policy: 2019019

Date in Effect: 11/12/2019

Latest Revision: 11/12/2019

CELL PHONE USAGE POLICY

POLICY STATEMENT

It is the policy of the City of Findlay to establish guidelines for the use of cellular phones and other communication devices, whether these devices are used while on-duty or when used for authorized work-related purposes. This policy generally addresses personal cellular phones but can also apply to any personal internet devices that can be used in place of cell phones.

The Mayor, Director of Public Safety or Service, department head or supervisor will determine if an employee is required to carry a cell phone as an integral instrument in performing his/her job. To determine that criteria and to find out how employees are reimbursed for using their cell phones, refer to the [Cell Phone Policy](#).

GUIDELINES FOR CELL PHONE USAGE

The following are the City's guidelines for cell phone use during work hours. In general, cell phones should not be used when they pose a security or safety risk, or when they distract from work tasks. The following are examples of inappropriate cell phone use:

- Other than when using hands free, cell phone use is prohibited while operating a City vehicle or equipment. This prohibition includes receiving or placing calls, text messaging, surfing the internet, sending or responding to e-mails, checking phone messages.
- Do not use cell phones to record or photograph confidential information.
- Do not use cell phones for gaming during work hours.
- Do not use cell phones excessively. Excessive personal calls during the workday can interfere with employee productivity and distract others.
- Avoid using cell phones during meetings.

The following are examples of appropriate employee cell phone use during work hours:

- To make and receive City related calls.
- For communication related to a work project or situation.
- To schedule and be reminded of appointments and meetings.
- For work-related research.
- To assist citizens/customers with information.

Disciplinary action may incur when improper cell phone usage occurs. An employee may have their cell phone privileges suspended if they do not adhere to the City's Cell Phone Usage policy. An employee who seeks to circumvent the restrictions on cell phone usage, in particular when they drive or engage in any



potentially dangerous behaviors, or who engages in illegal activity with their cell phone, will be subject to termination of employment.

Director of Law Review: 

Human Resources Director: 

Mayor: Christina M. Muryn