

POLICY NUMBER:

APM- 3 - 01


DATE:

November 1, 2001

ISSUED BY:

Carlos A. Gimenez

City Manager


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Established	11/01/01

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SUBJECT: CELLULAR/MOBILE TELEPHONES

PURPOSE: To establish policy relative to the use of City cellular/mobile telephone equipment.

The Policy will be as follows:

- I** The use of City cellular/mobile telephones is primarily intended for communications involving official City business. Cellular/mobile telephones should be used only when they constitute the most cost effective and practical means of communication. Similarly, their duration should be limited to the length of time necessary to efficiently conclude the business under discussion.
- II** The assignment of City cellular/mobile telephones is at the discretion of the City Manager.
- III** The procurement of cellular/mobile telephone equipment and service must be coordinated with the Telecommunications Section of the Information Technology Department and handled in accordance with standard practices and procedures.
- IV** For safety reasons, use of a cellular/mobile telephone while driving a City vehicle should be conducted with extreme caution. Every attempt should be made to place cellular/mobile calls from a parked position away from traffic lanes.
- V** The placement of calls using City cellular/mobile telephones is charged to the City. If employees need to place personal calls on City telephones, the employee must reimburse the City for the cost of the call. Reimbursements for personal calls must be forwarded with a City of Miami Cash Receipt form to the Cashier's Office on the 4th floor of the Miami Riverside Center no later than thirty (30) days following receipt by the department of the call detail report. A copy of the call detail report with notations regarding personal calls signed and dated by each employee must be returned to the Telecommunications Section of the Information Technology Department. Violation of this policy will subject employees to disciplinary action up to and including dismissal.

- VI The Telecommunications Section of the Information Technology Department will maintain a log of cellular/mobile statements. This log will designate the type of billing, the name of the telecommunications provider, the billing cycle, the name of the department, the name of the individual to whom the statement was sent, the date on which the billing statement was sent out to the individual, and the date on which the signed/approved statement was received back by the Information Technology Department. A follow-up memorandum shall be sent out to the individual with the next billing statement in those instances where signed/approved statements for the prior billing cycle have not been received by the Information Technology Department.