

The City of Gluckstadt, Mississippi
Wireless Communications Policy and Procedures

I. Scope of Policy

No elected official or employee may have more than one wireless communications device assigned and paid for by the City of Gluckstadt, Mississippi (City). Elected officials and employees issued a City wireless communications device may not use or allow use of this property (directly or indirectly) for other than official City business activities. In addition, elected officials and employees issued a wireless communications device shall be responsible for the protection and conservation of this City property. Wireless communications device includes cellular telephones, personal digital assistant devices (PDA/Blackberry), standard and two-way pagers, and any similar device that performs some or all of these functions.

II. Procedures:

- A. Wireless communications devices shall be limited to legitimate City business only. Elected officials and employees should not make or receive personal communications on their City issued wireless communications device. Personal use of a City issued wireless communications device will result in appropriate disciplinary action and/or the loss of the use of the device. Downloads (ring tones, screensavers, etc...) are not permissible on agency issued wireless devices.
- B. The City will not reimburse elected officials or employees for any charges on a personal wireless communications device.
- C. Elected officials and employees must be aware that wireless communication plans are selected based on the number of minutes or data bytes required for the elected official or employee to conduct City business. Pool minutes for multiple elected officials or employees on one plan or package plan minutes for individual users are not to be construed as free minutes and are not provided for personal use.
- D. All communications (texts, emails, etc.) made on wireless devices are subject to disclosure under the Mississippi Public Records Act. Additionally, detailed billings are also considered public records subject to disclosure under the Mississippi Public Records Act and are subject to audit to insure all incoming or outgoing communications are work related. Each elected official and employee will be responsible for verifying their portion of the detailed billing and indicate by signature that the billing is correct and all calls were work related. Supervisors of employees will also be responsible to review and indicate by their signature they have verified the use of these resources for each of their employees.
- E. Due to safety concerns, the City does not support or condone the use of a wireless communications device while elected officials or employees are driving. If an elected official or employee is driving a vehicle and needs to make or receive a communication, it is recommended that the elected official or employee obey all traffic laws while pulling off the road and stop in a safe location to make or receive the communication.
- F. The elected official or employee is responsible to immediately report malfunctions, damage, loss, or theft of wireless communications devices to the City, their Department Head, and their supervisor. The elected official or employee is responsible for the equipment in their possession and depending on the circumstance may be required to reimburse the City for charges associated with the damage, loss, or theft.

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- G. Elected officials and employees should be frugal in their use of the cellular phone. Examples would include (but not limited to):
1. If someone calls your cellular phone and you are at your desk, ask them to call your land-line desk telephone or get a number and call them back from your desk phone.
 2. Do not forward your land-line telephone to your cellular phone when you are at your desk or if you are readily available within your department.
 3. Minimize the length of your call by refraining from unnecessary conversation.
 4. Use a calling card for long distance calls when a land-line phone is available.
 5. Be selective to whom you give your cellular telephone number. Allow the office to screen your calls and determine if the call should be forwarded to your cellular telephone.
 6. **The City's approved wireless carrier is C-Spire.** Same carrier mobile-to-mobile calls do not count against the plan minutes. **C-Spire applies expensive roaming charges when outside the State's calling area.** As long as you are in the plan's calling area, same carrier mobile-to-mobile calls are encouraged.
- H. A wireless communications device is issued to the elected official or employee. If the elected official or employee vacates their position, the City must be notified to disconnect the service and the device must be returned to the City.
- I. All requests for wireless communications devices are required to be in writing on City letterhead and directed through the Department Head for their signature/approval. This request will be forwarded to the City Clerk's office then, if approved, the request will be forwarded to the Mayor and Board of Aldermen for final approval. The written request should include:
- The employee's name as it appears in personnel
 - Physical location and department
 - Accounting codes for the original purchase and monthly funding of the device (organization / budget / project / report)
 - Expected usage (in-coming and out-going minutes for phone use)
 - Detailed justification for the wireless communications device

III. Disciplinary Actions

Any violation of this policy may be subject to disciplinary action up to the maximum defined in the City of Gluckstadt, Mississippi Employee Handbook, as well as civil and criminal action at the local, state, and federal level.

All City elected officials and employees assigned a wireless communications device must indicate his/her concurrence with the Wireless Communications Policy and Procedures by signing below. The signed copy of this policy shall be maintained in the employee's personnel file.

Print – Elected Official or Employee's Name

Date

Elected Official or Employee's Signature