



**Administrative Regulations
Office of the Mayor**

Title: CELLULAR TELECOMMUNICATION SERVICES AND DEVICES

A.R. Number: 2.2 **Effective Date:** 5/15/2023 Page 1 of 3

Supersedes: CELLULAR TELECOMMUNICATION SERVICES AND DEVICES

A.R.: 2.2 DATED: 7/1/2008

I. PURPOSE

Telecommunications services and devices are essential to the city's ability to provide and deliver its services in a convenient and cost-effective manner. This policy provides a framework to employees on the business use and acquisition of wireless communication services and devices. Access to such services and devices can increase the level of service employees provide to city customers, increase the level of safety for city employees, and/or to satisfy legal requirements.

II. POLICY

Any cellular telecommunication services or devices, whether city-provided or personal, used to conduct city business become a conveyer of "city data" and thereby fall under the jurisdiction of the city's Electronic Media Policy. Cellular telecommunications devices approved for connection to the city's network shall comply with the city's technology standards established and maintained by the Department of Information Technology (DIT).

DIT shall serve as the city's central point of contact for all city cellular telecommunications services and device related needs.

DIT shall maintain eligibility criteria by which city-owned mobile communications devices may be issued, including how appointing authorities/department heads approve such. The city reserves the right to refuse issue of cellular telecommunications services or devices to employees for any reason.

The city reserves the right to require installation of city-owned mobile device management software on any mobile communications device used to conduct city business.

III. PROCEDURE

DIT shall promulgate Standard Operating Procedures (SOP) in connection with issuing, receiving, maintaining, returning, and using city cellular telecommunications services and devices and shall make these procedures available to city employees.

IV. RESPONSIBILITY

Department of Human Resources (HR) – HR is responsible for oversight and administration of this policy. HR is the central repository for all personnel files and information. HR shall make available all



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necessary procedures and forms to departments and employees and provide guidance when questions arise.

Department of Information Technology (DIT) – DIT is responsible for all city cellular telecommunications service and device related needs.

Appointing Authority / Department Head – Appointing authorities/department heads or the designee is responsible for accounting for, and maintaining telecommunication services and devices issued to them, maintaining accurate and current lists of employees issued city-owned telecommunication services and devices, updating DIT of all changes in their use and needs regarding city-owned telecommunication services and devices.

Employee – Employees are responsible for abiding by the rules and procedures described in this policy and all associated SOPs.

V. DEFINITIONS

Cellular telecommunications services/devices – Handheld portable electronic communications equipment that provides telephony capabilities, SMS (texting), or data transport (internet access) services, such as cellular telephones, smartphones, tablets, and other devices as defined within DIT's standard operating procedures.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval


CHIEF ADMINISTRATIVE OFFICER


MAYOR