

City of Franklin
Cellular Phone Use/Text Messaging Policy

Overview:

Information Technology is evolving at a rapid pace. Calls on cell phones and text messaging have become a routine part of daily life. In order to maintain a safe work environment, ensure employee productivity and eliminate the distraction to others, it is necessary to establish defined parameters with regard to cell phone use and text messaging. This policy also identifies the distinction between personal cell phone use and use of cell phones for official City business.

Policy on Personal Cell Phone Use

While at work, employees are expected to use personal cell phones and do text messaging only during break periods and lunch break. Under no circumstance will personal cell phones or text messaging be used while operating any piece of City-owned equipment. Cell phones will be shut off, with the exception of break periods and lunch break.

Employees with personal cell phones which record sound or images are permitted to bring such devices on to City property and in to City facilities but may not use them for recording sound or images except as allowed in this policy. Non-employees with cell phones are similarly prohibited from recording or photographing within City facilities unless permitted by this policy. Employees and others should be aware that undisclosed recording of certain types of communications may be in violation of State law, particularly in reference to telephonic communications. Nothing in this section shall be deemed to prohibit the recording of public proceedings which are subject to public access and recording pursuant to RSA 91-A or which are in the nature of a clearly public event such as a council, board or commission meeting, social or sporting event.

Personal calls and other messages received during work time fall into the same category as above. For emergency situations, an employee can be readily contacted through a Departments' administrative office during normal business hours or by contacting Police dispatch at any time. All employees are asked to inform family members, friends and others of the City's policy and how an employee can be reached during an emergency situation.

Policy on Official Cell Phone Use:

The City realizes that there are circumstances when personal cell phones are used by employees for official City-related business; i.e. calls to the office, a supervisor or other government agency. The City also provides cell phones to many of its employees for official use.

In all circumstances, official cell phone use must be conducted in a courteous, safe and professional manner, so as not to disrupt other employees. Under no circumstance will official or other business be conducted by a City employee while operating any piece of City equipment. Employees are instructed to let calls go to message or, if necessary, pull off of the road or stop operating any piece of equipment, in order to take or return a call. With one exception, administrative personnel may use Bluetooth devices to conduct business while traveling.

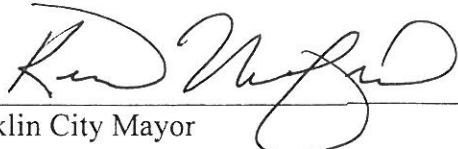
Responsibilities:

The City will not be liable for the loss or damage to personal cell phones or other devices brought into the workplace. Employees who regularly use their personal cell phone, on a daily basis, for official business are encouraged to discuss this matter with their Department Head, as other arrangements and options may be available.

It is the responsibility of all employees to remember to respect co-workers when making or receiving calls. It is the responsibility of management to enforce this policy as required.

Adoption:

The Franklin City Council has adopted this policy, effective Oct. 5, 2009. All employees are encouraged to familiarize themselves with its content and inform interested parties of the same.



Franklin City Mayor

October 5, 2009
Date



CITY OF FRANKLIN, NEW HAMPSHIRE

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By signing below I acknowledge receipt of my personal copy of the City of Franklin Cellular Phone Use/Text Messaging Policy as adopted by the City Council on October 5th, 2009. I understand that I am responsible for reading this policy and for complying therewith. I understand that it is my responsibility to ask questions or seek clarification regarding this policy from my Department Head, or the City Manager.

Date
