

Town of Galen

Telephone Usage Policy

(Town and Personal Cellular Phones, Radios, Pagers, Desk Phones)

Town issued cellular telephones, pagers, radios, and desk telephones are intended for official business use. While occasional personal use is permitted, it must be responsible and it must be clearly incidental to business use. Employees must reimburse the Town of Galen for any cost associated with personal use of Town issued telephones.

Cellular and/or Radio Communication Assignment and Use

Cellular/radio devices and pagers shall be issued only to those employees with a demonstrated need for these types of communication. Cellular/radio devices and pagers shall be requested only by authorized personnel within Departments. Employees who use Town issued cellular/radio device agree to the following rules of use:

1. The use of a Town cell phone for personal calls is permitted. Personal use must be clearly incidental to business use. These calls shall be infrequent and short in duration. Department heads are responsible for monitoring employee's usage.
2. Employees must safeguard any cellular/radio and pager equipment in their possession.
3. The loss, or damage, of any cellular/radio device or pager equipment shall be reported to the employee's supervisor immediately. If theft is suspected, the police should also be notified immediately and a police report must be completed. Employee shall operate such devices in accordance with any state or local laws limiting or prohibiting such uses. Texting while driving is prohibited.
4. Employees shall exercise extreme caution when driving and talking on cellular/radio device utilizing a "hands free" speakerphone option, employees should stop their vehicle as soon as safely possible, to use cellular device.
5. Employees shall limit all cell calls to what is reasonably necessary to conduct Town business.
6. When an employee no longer has a demonstrated need for the cellular/radio device or pager, or when the employee terminated employment with any Town department, that employee shall return any cellular/radio device and pager equipment to that department.
7. Costs that are associated with excessive and/or personal costs that are not reimbursed by the employee may be considered theft and will result in appropriate corrective action.
8. If an employee uses their personally owned phone to make personal calls, these calls shall be infrequent and of an emergency nature