



TITLE: **Municipal Mobile Device Use Policy**  
NUMBER: ADM-006  
CATEGORY: Administration  
DATE: September 26th, 2018  
REFERENCES: By-Law 2018-86

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## 1.0 Purpose

The purpose of this policy is to establish a uniform set of standards for identifying those persons that require access to a cell phone/mobile device and to ensure that the use of the same is authorized, monitored and represents an appropriate use of corporate resources.

This policy applies to Elected Officials, municipal employees, and any other persons issued or using a device in the conduct of municipal business or who receive reimbursement for the use of personal devices.

The category of devices to which this policy applies, is understood to include cell phones, and wireless telecommunications devices such as tablets and iPad's.

## 2.0 Authorization

The issuance and use of a municipal device must be approved by the CAO and may be revoked at any time.

A device will be assigned by need, with that need to be reviewed and evaluated in consideration of business requirements, safety issues and appropriateness.

## 3.0 Rationale

The nature of local government services is such that certain personnel need to be accessible while away from their workstation, during or after normal office hours, where a mobile device can be a useful and effective tool.

The municipality is committed to providing wireless communication devices, where needed, to improve the operations of the municipality.

## 4.0 Use

### ***Municipally Owned Wireless Communication Devices***

- In accordance with the the Highway Traffic Act Section 78.1(1) *No person shall drive a motor vehicle on a highway while holding or using a hand-held wireless communication device or other prescribed device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages.*
- Users in violation of that section shall be held personally responsible for any charges or damage that may occur.
- The primary function of any device owned and issued by the municipality shall be business related.
- A municipally issued device may, from time to time, be used for personal calls, so long as this use is incidental to its primary business use.
- If a situation occurs that warrants personal use of a municipal device beyond an incidental nature, the individual shall reimburse the municipality as appropriate.
- The use of Bell directory service (411), 1-900 lines and other pay-per-use features is strictly forbidden.

## ***Personal Wireless Communication Devices***

- Employees are encouraged to make any personal calls outside of regular work hours, or on established break periods.
- Employees should make friends and family members aware of this policy to deter them from making personal calls during regular work hours.
- Personal text messaging during regular business hours is strictly prohibited.
- Personal wireless communication devices must be turned off or silenced during working hours, unless their use has been approved for business purposes.
- Employees are strictly prohibited from using wireless communication devices with MP3 player capabilities, mobile internet access for personal use and video games during regular business hours.
- Employees are strictly prohibited from using personal wireless communication devices for the storage or removal of the Municipality's confidential business information through the use of cameras or memory storage devices.
- Neither company nor personally owned cell phones intended for business use may be used to conduct illegal transactions, harassment, or any other unacceptable behavior.

### **5.0 Reimbursement for Personal Equipment**

Elected Officials using personal devices for municipal business may, at their discretion, submit an expense claim for costs associated with such use, to a maximum of (\$50) fifty dollars per month. A copy of the mobile device monthly statement is not required to be submitted but the municipal official must complete and sign a municipal expense claim form.

Municipal staff using personal devices for municipal business may submit an expense claim for any costs associated with such use, provided proper documentation is provided and where practical, approval by the supervisor or CAO is obtained prior to incurring any expense.

In the event that the cost of reimbursement routinely exceeds the cost of established plans for municipally owned equipment, other arrangements shall be made.

### **6.0 Other**

Cellular transmissions are not secure and users should exercise discretion in relaying confidential information in this manner.

All reasonable precautions should be taken to ensure the security of municipal devices, an individual issued a device shall immediately report a lost, stolen or damaged device to their manager.

Upon termination, change of duties or at the request of a supervisor an individual who has been issued a device shall return that device to the municipality.

### **7.0 Municipal Freedom of Information and Privacy Act**

All users of municipally issued mobile devices are advised that records related to calls and texts made on municipally owned mobile devices are municipal information. As such, information related to telephone numbers, length of call, time and date of call or text, as well as any downloadable data recorded on the mobile device, such as digital images (pictures), text messages or phone book entries, are subject to, and may be obtained under the provisions of MFIPPA legislation.



**The Municipality of Centre Hastings Mobile Device Use Agreement**

I \_\_\_\_\_ am in possession of the following  
equipment \_\_\_\_\_ Serial Number \_\_\_\_\_

I have read and understand Policy ADM-006 Municipal Mobile Device Use Policy  
and hereby agree to adhere to terms of this policy.

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Council/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO Signature

\_\_\_\_\_  
Date