City of Broken Arrow
City Cell Phone Issuance Policy

Name: _____ Department: _____
Job or Position Title: _____ Issuance Date: _____
Cell Phone Number: _____ Cell Phone Carrier: _____

Business Justification, Based on Position and Job Duties:

_____
_____
_____

Policy:
There are substantial business reasons for employees to be provided with a cell phone provided by the City. The type of cell phone provided by the City is determined by the Department Director based on the needs of the Department and the specific position held by the employee. City-owned cell phones are issued to employees based upon their position and need for positions access when the employee is away from their work station.

Agreement by Employee Receiving City Cell Phone:

- Employee agrees to carry the cell phone with them, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their Department Director, Supervisor, or the City Manager.
- Employee understands that cell phone records may be subject to the Open Records Act and agrees to comply with such record requests.
- Employee agrees that the city-issued cell phone is being issued only for the purpose of performing job related functions. There will be no personal use of the cell phone. No personal information will be stored on the phone.
- Employee agrees to report any loss or damage of the cell phone to their supervisor.
- Employee agrees to report any operational problems with their cell phone to the Information Technology Department.
- Employee agrees that the City will determine the plan choices, service levels and phone features of the city issued cell phone.
- Employee agrees to follow all City of Broken Arrow workplace rules and regulations.
- Employees understands that the City Manager may revoke the City-issued cell phone if these requirements are not followed.

Employee Certification:
I certify that I have read and understand and agree to the terms of this Agreement and that the cell phone provided shall be used for business purposes only.

_____ _____
Employee's Signature Date Department/Director's Signature Date

_____ _____
Assistant City Manager's Signature Date City Manager's Signature Date