



Town of Kensington Policy

Policy Title:	Mobile Device Usage	Policy Number:	02-103-10
Committee:	Finance & Administration	Approval/Effective Date:	September 13, 2010

Introduction

This policy applies to all employees and contractors engaged in Town business/operations.

Cellular phones are used by employees for internal and external communications. For the purposes of this policy, cellular phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, surfs the internet, or downloads and allows for the reading of and responding to email whether the device is town supplied or personally owned.

This policy shall also apply to the use of global positioning devices and laptop computers.

Guiding Principles

1. Cellular phones are provided to all employees deemed to require them based on demonstrated need and job function to enhance operational efficiency and provide safety and/or security.
2. Town of Kensington supplied cellular phones, like other means of communication, are to be used to support town operations.
3. Employees may use supplied cellular phones to communicate with others inside and outside of town operations when such communications are related to legitimate town activities and are within their job assignment or responsibilities.
4. All communications using town supplied cellular phones – verbal, written or otherwise – must meet professional standards of conduct.
5. The use of Town supplied cellular phones to make or receive personal calls is discouraged, although it is understood that periodic usage for personal reasons may be necessary in certain situations.
6. Violation of this policy will be grounds for disciplinary action, up to and including dismissal.

Cellular Phone Use in Town Vehicles

The Town of Kensington is committed to ensuring the safety of all of its operations with respect to its employees, residents and the travelling public. The improper use of a cellular phone/electronic hand held device while operating/driving a vehicle is considered to be an activity that distracts from the due care and attention required to operate a vehicle in a safe manner.

To minimize the risk of unsafe activities and injury to employees or other persons due to the potential distraction caused by the use of a cellular phone or other hand held electronic device while operating a motor vehicle, the Town has adopted the following standards applicable to the driver of the vehicle:

1. No text or email message may be created, sent or read.
2. Telephone discussions may only occur while the cellular phone is on hands free.
3. Cellular phone use is prohibited for all Town employees when using heavy equipment such as sweepers, plows, lawn mowers, etc.

Exception

This policy shall not apply to:

1. Calls made to 911.
2. Employees of the Town of Kensington Police Department or Fire Department in the course of their duties.
3. Any communication device that is linked to a non-public short wave radio communication system, e.g. CB radios.

Date of Passage: _____

I certify that this policy was adopted by Town Council as indicated above.

Chief Administrative Officer

Date