

Town of Olive
Cellular Telephone Policy
September 9, 2014

It is recognized that specific employees will be required to carry cellular telephones to meet their job responsibilities. Those specific employees shall be the Police Chief, Police Sergeant, and the designated on duty Patrol. Employees shall make every attempt to use their cellular phones for only business purposes; but, it is recognized that the phones may be used for other than business purposes. If the Town incurs charges for non-business use beyond pooled minutes, employees using phones for personal use shall reimburse the Town for non-business calls.

Individuals authorized to use Town cellular telephones shall agree in writing to accept financial responsibility for any non-business usage per the above. It should be noted that the Town of Olive will monitor cellular telephone usage of these authorized individuals on a quarterly basis. The Police Chief will be responsible for monitoring the usage of the designated on duty Patrol.

Normal wear and tear of cellular telephones is to be expected. However, if the phone is lost, destroyed, or damaged due to negligence of the user, the authorized user will be responsible for replacing the phone at his or her own expense. In the case of the designated on duty Patrol, the person responsible for damaging or rendering the phone useless shall be the one bearing the cost of replacing the cellular telephone.

A copy of the contract with the cellular telephone vendor indicating the rights and responsibilities of each party to the agreement shall be on file with the Town Clerk.

Any cellular phones added after the adoption of this policy on September 9, 2014 shall be approved by the Town of Olive Town Board.

I, _____, have received, read, and agree to conditions set forth by the Town of Olive Town Board in the Cellular Telephone Policy adopted September 9th, 2014.