



VILLAGE OF STEWART MANOR, NEW YORK

Cell Phone Policy Statement

Introduction

Cell (mobile) phones are an effective resource for the Village of Stewart Manor because they enable communication in areas or situations where conventional land line telephones are not available or are impractical. The cost incurred by issuing the cell phone must be weighed carefully against any benefits. The Village has several key personnel who do not have a regularly staffed office or whose office in effect is “the field” who are crucial to be reached in a quick and timely manner. It is generally to these individuals that a cell phone will be assigned.

Policy

- Only the Clerk-Treasurer, the head of the Department of Public Works, the Code Enforcement Unit, and the Village ambulance will be issued a cell phone. Any other requests must be specifically approved by the Board of Trustees.
- The Board of Trustees will decide the best cell plan and vendor for a particular department. Any changes to the service plan must be approved by the Board of Trustees.
- All costs associated with mobile telephones will be borne by the department in possession of the cell phone.
- Such costs include, but are not limited to, the following: equipment acquisition; service initiation; monthly fees for mobile service; maintenance and repair of equipment; and replacement of lost or stolen equipment.
- If a cell phone is lost or stolen, the user must report the incident to the Village Clerk-Treasurer within one business day of the incident.
- All usage charge overages (of an amount greater than \$5 per month) will be the sole responsibility of the user. If notified of an overage, the user must pay the overage to the Village within five business days of the notification.
- Phones are intended for business use only and are not to be used for personal calls, especially when such use will exceed the monthly allotted usage and result in additional fees. All such overages are the responsibility of the user.