OFFICE OF THE MAYOR
ADMINISTRATIVE ORDER NO. 2002-4

AN ADMINISTRATIVE ORDER ESTABLISHING A UNIFORM POLICY FOR THE AUTHORIZATION, ASSIGNMENT, MANAGEMENT, USE AND REIMBURSEMENT OF CELLULAR TELEPHONE SERVICE BY CITY OF ATLANTA EMPLOYEES; AND FOR OTHER PURPOSES.

WHEREAS, the use of cellular telephones by City of Atlanta employees and the cost associated with the use of cellular telephones has increased dramatically; and

WHEREAS, it is necessary to establish a uniform policy for the authorization, assignment, management, use and reimbursement of service for cellular telephones by City of Atlanta employees to ensure that the cost associated with the use of cellular telephones is contained at a reasonable level; and

WHEREAS, this policy applies to all City of Atlanta Executive Branch employees who have been assigned a cellular telephone for City of Atlanta business use and supersedes any other Departmental policies.

NOW THEREFORE, I, Shirley Franklin, as Mayor of the City of Atlanta, Georgia, pursuant to the City of Atlanta Charter, 1996 GA. LAWS. P. 4469, *et seq.*, APPENDIX IV, Section 4(1), do so order as follows:

SECTION 1: Authorization for Use of Cellular Telephones Rescinded

The authorization for use of all cellular telephones in the Executive Branch of government is hereby rescinded. Each Department Head is hereby authorized and required to conduct a complete review of cellular telephones currently assigned to the employees in their Department. The Department Head is authorized to assign cellular telephones to City employees who have *bona fide* need for the use of such equipment, according to the provisions outlined below.

SECTION 2: Reassignment/Authorized Use of Cellular Telephones

The City of Atlanta authorizes the reassignment and use of cellular telephones as a tool of productivity for the purpose of communicating for official City business when other means of communication are unavailable, impractical or inappropriate. Unauthorized use shall result in appropriate disciplinary action, up to and including termination of employment. Each Department Head is responsible for managing, monitoring and controlling the use of their Department's cellular telephones. Employees are fully responsible for the cost-effective use and care of the tool.

The Commissioner of the Department of Administrative Services shall review this process for accurate and appropriate reimbursement and deposit records on a monthly basis.

SECTION 8: Past Due Cellular Telephone Bills – Reimbursement Required

All Executive Branch employees must reimburse the City of Atlanta for all personal calls made during previous cellular telephone billing cycles within thirty (30) days of the receipt of the cellular telephone bills.

SO ORDERED, this 14 day of March, 2002.

ATTEST:

Shirley Franklin
Shirley Franklin
Mayor

Rhonda Dauphin Johnson
Municipal Clerk

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MUNICIPAL CLERK

SECTION 3: Departmental Responsibility - Compliance, Reimbursement and Record Retention

Each Department Head is responsible for ensuring that all employees in the Department comply with the City of Atlanta policy on cellular telephone use. The Department Head is also responsible for reviewing and retaining the department's billing detail for cellular telephone service in accordance with all state and local laws governing the retention of public documents, and ensuring that all City employees reimburse the City of Atlanta for all non-business use of cellular telephones.

SECTION 4: Cellular Telephone Users – Authorized Use; Responsibility for replacement due to damage, loss or theft; Reimbursement for Non-Business Use by City Employees

(a) The City-issued cellular telephone is to be used for City business only. Non-business calls shall be charged to the user.

(b) If the cellular telephone is damaged, lost or stolen, the City employee may be responsible for the cost to repair or replace the unit, as determined in the judgment of the Department Head.

(c) City employees are responsible for timely reimbursement for non-business use of the cellular telephone. Reimbursement is required within 30 days of receipt of the cellular telephone billing detail.. It is the responsibility of the Department Head to distribute the billing detail to the employee assigned to the telephone. All reimbursements should be submitted to the Department Head or designee.

(d) All monthly reimbursement payments should be submitted by the employee to the Department Head or designee and should be accompanied by a completed Employee Cellular Billing Certification Form (ATTACHMENT A).

SECTION 5: Assignment/Issuance of Cellular Telephones

(a) The Department Head must submit a Cellular Telephone Request and Assignment Form (ATTACHMENT B) to the Department of Administrative Services requesting the assignment of a cellular telephone. The Department Head must clearly state the *bona fide* need for use of the cellular equipment by a departmental employee. The Commissioner of the Department of Administrative Services must approve all requests. Upon approval, the Bureau of General Services will issue the cellular telephone to the requesting Department, accompanied by a completed Cellular Telephone Request and Assignment Information Form (ATTACHMENT B). A copy of this form shall be retained in the records of the Bureau of General Services in accordance with State and Local laws governing the retention of public documents.

(b) If cellular equipment is relocated, reassigned, lost or removed from the inventory of the user Department, the Department Head shall be responsible for notifying the Bureau of General Services within twenty-four (24) hours of the status change. The Bureau of General Services shall note the change in status on the Cellular Telephone Request and Assignment Form.

(c) The Commissioner of the Department of Administrative Services shall review this process for accurate records and retention on a monthly basis.

SECTION 6: Distribution of Monthly Cellular Telephone Bills.

The Department of Administrative Services/Bureau of General Services shall be responsible for the monthly distribution of individual cellular billing data for all department users to the respective Department Head. The Department of Administrative Services/Bureau of General Services shall maintain a perpetual inventory of all cellular telephones and cellular usage, which shall be submitted to the Chief Operating Officer or designee for quarterly review. Any errors or omissions contained in this quarterly report shall be resolved within ten (10) working days of receipt by the user Department.

SECTION 7: Responsibility for Reimbursement for Non-Business Use by City Employees.

Upon receipt of cellular telephone bills from the cellular telephone service provider, copies of the cellular telephone bills will be forwarded to the Department Head for review and distribution to the user employee. Each City employee shall review his/her monthly bill and shall submit a cellular billing certification form to the Department Head or designee, together with payment for all non-City calls. Within thirty (30) days of receipt of the cellular telephone bills, the Department Head shall forward all cellular billing certification forms and payments to the Bureau of General Services. After posting reimbursement information, the Bureau of General Services will deposit the reimbursement payments with the Department of Finance; such certification forms to be retained in accordance with the State and local laws governing the retention of public documents. The Bureau of General Services shall maintain a perpetual file of the monthly costs and reimbursements for all cellular telephones issued to City of Atlanta employees in accordance with the City's record retention guidelines.

Reimbursement for personal/non-business calls shall be made based on the following calculation:

$$\frac{\textit{Total Minutes of Personal/Non-business Calls}}{\textit{Total Billed Minutes}} \times \textit{Total Monthly Charge}$$

Attachment A

Revised 03/2002

CITY OF ATLANTA
EMPLOYEE CELLULAR BILLING CERTIFICATION

Employee Name: **Cellular Phone Number:**

Department/Bureau:

Billing Period

Please review the attached copy of your Cellular Telephone bill. In accordance with Administrative Order 2002-04, each user must reimburse the City of Atlanta for all personal/non-business calls.

Reimbursement for personal/non-business calls shall be made based on the following calculation:

$$\frac{\textit{Total Minutes of Personal/Non-business Calls}}{\textit{Total Billed Minutes}} \quad X \quad \textit{Total Monthly Charge}$$

Please submit this certification form and reimbursement payment to your Department Head or designee. Reimbursements must be made by check or money order, made payable to the City of Atlanta. Do not return your cellular telephone bill.

I certify that all phone calls listed on the detail bill(s) were made to conduct official City of Atlanta business unless otherwise indicated by the calculation below:

_____		_____		$ _____
Total Minutes Personal Calls	*(divided by)*	Total Billed Minutes	*(X)*	Total Monthly Charge

(equals) $_____ Reimbursement Due for Personal Calls

(Check or money order enclosed and made payable to the City of Atlanta)

Approved: _____

Attachment B

Revised 03/2002

CITY OF ATLANTA
CELLULAR TELEPHONE REQUEST AND ASSIGNMENT FORM

____ New Request

Name: Department/Bureau:

Location: Office Telephone Number:

Justification:

Authorized by: _____
(Requesting Department Head)

To Be Completed By Department of Administrative Services

Cellular Telephone Number: _____ Service Provider: _____

Make/Model: _____ Serial No.: _____

Plan: _____ Activation Date: _____

Denied Reason: _____

Signed: _____
Commissioner, Department of Administrative Services

____ Re-Assignment

Cellular Telephone Number:

Transferred From (User's Name):

Transferred To (User's Name): Date: _____

____ Disconnect

Cellular Telephone Number: Date: _____

____ Lost /Stolen (Fixed Assets Lost or Stolen Report - Attached)

Cellular Telephone Number: Date: _____