POLICY 131.0	DEPARTMENT CELLULAR TELEPHONE USAGE	
	Revised: 07/05, 06/07, 09/11, 12/13, **02/25**	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED **THIS VERSION EFFECTIVE DATE: FEBRUARY 18, 2025**

A. PURPOSE

This policy establishes procedures and allowance amounts for cellular phone usage by Fort Lauderdale Police Department members. It provides clear guidelines to ensure efficient communication and operational effectiveness.

B. POLICY

The Fort Lauderdale Police Department (FLPD) maintains procedures for cellular phone usage and allowances to support operational efficiency. These guidelines ensure appropriate use and cost management while enabling effective communication.

C. ALLOWANCES

1. Employees who require the use of a cellular telephone, as designated by the Chief of Police (or designee), may receive a monthly allowance to partially offset the expense of a personal cellular phone. Employees will own their phones, be responsible for the bill, and ensure accessibility for work purposes.

2. The monthly allowance falls into three categories:

   a. Tier 1 Voice Services – Management Category III, IV, V and all other employees ($40/month): Employees who spend significate time in the field or on call but have limited cellular phone use primarily for contact outside the office.

   b. Tier 2 Voice Services – Management Category I and II ($50/month): Employees who require frequent telephonic communication at various locations, without restriction to setting or time of day.

      Data Services ($60/month): Employees needing mobile access to the City's data network and email. There is no requirement for non-exempt employees to respond to emails outside working hours.

3. Employees are responsible for purchasing their own phones and accessories. The device remains their property.

a. Employees must complete a Mobile Device Allowance Authorization Form for approval. The form can be found in the Department Document Templates folder. A sample is located at the end of this policy.

b. Allowances continue unless discontinued by FLPD or upon termination of employment.

c. Employees must notify the department of any change in phone number or provider.

4. Exceptions to this policy may be granted for security or investigative purposes requiring a City-owned phone

5. FLPD may provide cellular phones to employees which may replace previous department-issued equipment. These devices support Axon applications, audio and video recording, and other field operations.

6. The cellular phones with "hotspot" feature activated are intended to replace any department-issued MiFi devices.

D. INTENDED USE & PRIVACY:

1. Department-issued phones are for official business, including communication with the public, victims, witnesses, and personnel.

   a. Moderate personal use is permitted but all use should be considered a public record and should be maintained according to Florida Public Records Law.

   b. Only department-approved applications may be installed. Any additional app requests require IT and Police Command approval.

   c. Use of department-issued devices is subject to all Department Policy and FBI CJIS policy and must comply with all applicable regulations.

2. Employees must carry issued phones activated while on duty.

3. Location services may be deactivated by the employee unless required while in on-duty status to maintain functionality of Axon or other required applications.

4. Employees on designated "call-out" status must either have their issued phone active while on call or designate an alternate number where they can be reached. If an employee chooses to designate an alternate number, they will not be eligible for an allowance.

5. Except employees on "call-out" status, employees are not required to carry their department-issued phone or answer phone calls while off duty.

E. CARE & MAINTENANCE

1. Phones will be issued with a department-approved protective case. Personal cases are not permitted.

2. Damage, loss, or theft must be reported immediately to the Mobile Data team in IT.

3. Phones should not be stored in parked vehicles to prevent heat damage and theft.

CITY OF FORT LAUDERDALE

This form should be used in compliance with the Mobile Device Policy. A monthly allowance for use of personal cellular telephones must be initially approved by the respective Department Director.
Once approved by the Department Director, the form will need to be submitted for E-signature approval via Adobe to the following parties and in the following order:

1. ITS: Stefano Acosta SAcosta@fortlauderdale.gov
2. HR: Renee Vollor RVollor@fortlauderdale.gov

Section 1 - Department/Employee Information

Employe Name _____ Employee Number _____ Cellphone Number_____

Department/Division_____ Contact Person_____

Effective Date Start _____ MM/DD/YYYY Stop _____ MM/DD/YYYY

Section 2 - Allowance Requested

_____ Tier 1 Voice Services - $40 Management Category III, IV, and all other employees

_____ Tier 2 Voice Services - $50 Management Category I and II

_____ Data Services - $60 (If eligible per Department Director)

Section 3 – Department Approval

I have read and understand the City of Fort Lauderdale's Mobile Device Policy. I certify that the above allowance will be used to cover City business-related costs associated with owning the device. I understand that there is no expectation, obligation, or requirement that non-exempt employees read or respond to email during non-working hours.

_____ Employee Signature _____ Date

It is important to note that hourly employees using personal mobile devices for voice or data purposes related to City job requirements are considered to be working and may be eligible for overtime - if they are non-exempt and have worked/will work 40 hours in a week. Employees must report such working time accordingly.
This should be taken into consideration when requesting allowances for employees paid on an hourly basis.

Approved Not Approved

_____
Department Director Signature

Section 4 – IT Approval

Does the employee have a City-wide issued mobile device?

No Yes **If Yes, this form can NOT be approved!**

Approved Not Approved

_____
Signed by

Section 5 – HR Approval

Approved Not Approved

_____
Signed by

Version 3.0
3/25/2024

Approved by: Milen Balkanski, HR Manager - Classification & Compensation