

**COUNTY OF BRANCH
CELLULAR PHONE POLICY**

WHEREAS, Public Act 156 of 1851 (MCL 46.11), as amended, delineates the powers of the county board of commissioners as it relates to the care and management of the property and business of the county, and

WHEREAS, the Branch County Board of Commissioners believe it is in the best interests of the County of Branch that a consistent and certain policy be implemented regarding the acquisition and usage of business-related cellular phones that are paid for through the county general fund budget,

THEREFORE, BE IT RESOLVED:

1. The acquisition of cellular phones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential County business or to improve safety, increase productivity, increase service to the public or in situations in which necessary communications cannot be provided by any other means.
2. The Board of Commissioners shall approve all basic cellular phone contracts. The contract may include, but not be limited to, definition of basic coverage area, time allotted per month, and voice mail capabilities. The County Administrator/Controller will manage all cellular phone contracts.
3. Department heads shall have the authority to distribute cellular phones assigned to their respective departments to employees within that department.
4. Department heads shall be responsible for assuring that cellular phones are utilized for County business only. The only exceptions for usage are emergency situations.
5. Department heads shall only submit for payment cellular phone bills that detail the time, the date, and telephone number of every cellular phone call.
6. The base rate associated with the contracted coverage shall be budgeted by the Board of Commissioners through the annual budget process. Payment of fees in excess of the base rate will require department head approval as a bona-fide business expense.

Date Adopted: June 1, 2005

Yeas: 8

Nays: 0