



RIDOT POLICY

DATE: March 2, 2010

REFERENCE: State Cellular Telephones

Policy Statement:

The purpose of this policy is to provide guidelines for the acquisition and utilization of cellular telephones at the Rhode Island Department of Transportation (RIDOT).

I direct that each and every RIDOT employee that is assigned or has a need to operate a State cell phone take the time necessary to read the RIDOT Cellular Telephone Policy and Procedure, so that there is no question of what is expected of the assigned user.

Michael P. Lewis
Director of Transportation

**RHODE ISLAND DEPARTMENT OF TRANSPORTATION
CELLULAR TELEPHONE POLICY AND PROCEDURE**

A. Purpose: The purpose of this policy is to provide guidelines for the acquisition and utilization of cellular telephones at the Rhode Island Department of Transportation (RIDOT).

B. Policy:

Introduction

The Director of the Rhode Island Department of Transportation is responsible for establishing policy and guidelines for the use of cellular telephones.

Cellular telephones are intended for use by RIDOT employees who require voice communications on a 24 hour/7 day emergency/work related basis and/or those who spend the majority of their work hours in the field and must be in continual contact with their immediate supervisors, contractors, and suppliers, as well as other departmental personnel such as Work Zone Safety Officers and Division Administrators.

Land based telephone service should always be the user's primary choice of communications when available.

The Director has designated the Fleet Management Officer as the individual to administer the assignment and distribution of cellular telephones as well as coordinating to overall program.

Conditions for Cellular Phone Equipment

All requests for a cellular telephone must be submitted by the Division Administrator and approved by the Director of RIDOT. The approved request is then forwarded to the Fleet Operations Officer for processing.

Employees who are assigned a state cellular telephone may make personal calls. Users must review their telephone bills on a monthly basis to identify and reimburse the State of Rhode Island for all personal calls made at a rate of \$0.25 cents per minute payable to the State of Rhode Island General Treasurer for those receiving a cellular bill from Sprint/Nextel. Employees that receive a cellular bill from Verizon will continue to calculate a per-minute rate as described in "A-54 Policy Personal Usage of State Telecommunication Device/Service CFO 10-09" (Revised/Effective February 16, 2010). Failure to reimburse the State for any personal calls made on a State issued cellular phone may result in the loss of the phone and disciplinary action, up to and including termination.

A. *Equipment Accountability:* The unit must be secured and its whereabouts known at all times to the user and/or the Fleet Management Officer. Users should have the device on their person at all times

when on duty. The device should not be left in the assigned user's car when the vehicle is unattended or parked.

B. Equipment Functionality: The cellular telephone should be charged daily to ensure that it is fully operational for use by the assigned user.

C. Equipment Ownership: All cellular telephones issued by the RIDOT are owned by and are the property of the State of Rhode Island and shall be surrendered upon request.

D. Loss of Theft Notification Procedure: The user will notify the Fleet Management Officer at 222-4201 of any problems/repairs with their cellular telephone, including loss or theft, as soon as possible. In the event of theft, a copy of the police report must accompany a request for replacement. An incident report must be completed within one (1) week of loss or theft.

E. Transferring Cellular Equipment within an Agency: The equipment is for the sole use of the cellular user listed in the request signed by the Director of the RIDOT and cannot be given to any other individual or group for use without notification and reassignment by the Fleet Management Officer. In all cases the user on record will be held responsible for all charges. If the cellular user is being transferred, the unit supervisor must inform the Fleet Management Officer no later than one (1) business day after the reassignment. If the cellular user will no longer require the use of the phone, then it must be returned to the Fleet Management Officer.

F. Employee Separation from State Service: Upon leaving State service to transferring to a different position, the cellular telephone must be turned in to the Fleet Management Officer.

G. Equipment Purchases: The purchasing of all cellular telephones and ancillary equipment (i.e., chargers, batteries, cases, etc.), may only be done by the Fleet Management Officer. Equipment obtained from other sources is prohibited and will not be paid for or maintained by RIDOT. Users are prohibited from contacting the State's cellular telephone vendor. All requests regarding service, billing, or ancillary equipment must be coordinated through the Office of Fleet Management Officer; **no exceptions**. The cost of any/all ancillary equipment not coordinated/approved by the Office of the Fleet Manager will be at the sole cost and expense of the assigned user.

Billing Procedures

No State RIDOT cellular telephone is billed to a State employee. All cellular telephone contracts must be in the name of the State of Rhode Island Department of Transportation.

Once cellular service is established for a user, the Fleet Management Officer will forward all bills to the Department's Fiscal Management Officer, who then distributes the individual bills to all users for review in a timely manner. All individual users of RIDOT issued cellular telephones must then review his/her bill for accuracy and complete a reimbursement form to all personal calls made for a respective billing period. The form must then be returned to the Fiscal Management Office within fifteen (15) days of receipt of bill, together with a check made out to the General Treasurer State of Rhode Island for all personal calls made at a rate of \$0.25 cents per minute, when applicable.

Failure to fill out, sign, or return the reimbursement form along with the appropriate payment, if necessary, in a timely manner may result in the recall of the cellular telephone by the Fleet Management Officer.

Michael P. Lewis
Director of Transportation

cc: Human Resources
Executive Counsel
Transportation Support
Financial Management
Fleet Operations