

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> Use of Cellular Telephones	<u>Regulation No:</u> 2.40	<u>Effective Date:</u> January 1, 2021
	Supersedes: September 15, 2010, June 1, 2012	

I. PURPOSE

The purpose of this Administrative Regulation is to provide workplace standards for use of mobile communication devices for personal and official business in a safe and professional manner. The following standards apply to the use of cellular phones and other handheld devices in all instances (personal and business calls) in the course of operating a vehicle or equipment for Town business.

II. DURING OPERATION OF VEHICLES

- A. When operating Town vehicles or equipment or when driving on official Town business in personal vehicles, employees are prohibited from using a cell phone or other handheld device. The employee is to legally park the unit in order to utilize their device.
- B. Law enforcement officers are exempt from this standard in accordance with D.1., below.
- C. The following is also prohibited under the conditions described in II (A): sending, reading or receiving text messages, accessing or viewing or any other activity related to connecting to the internet, receiving or responding to email, accessing phone messages and all other non-talking functions provided by the device.
- D. A handheld device may be used in a vehicle by the driver as follows:
 - 1. A driver of an emergency vehicle who is using a phone as a part of their official work-related responsibilities.
 - 2. When a car is lawfully parked or when a car is properly stopped the driver can use their handheld device.
 - 3. When a person is using their phone for the purpose of calling responders regarding an emergency.

III. APPROPRIATE USE ON THE JOB

- A. While working, employees may use their own mobile communication devices to receive emergency telephone calls or personal calls of short and limited time duration. Personal calls shall immediately cease if a customer is present or a worksite's telephone awaits answering.
- B. For all calls in any work zone or traffic areas, employees must immediately remove themselves from the work area and into a safe zone.

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- C. When attending meetings or other official events, mobile communication devices are to be set to the device’s silent alarm or vibration feature to avoid causing any disruption. Employees shall not engage in cellular telephone conversations, text messaging, emailing, Internet surfing or other device-related activities during meetings and other events. Should such an action beyond looking_at the screen to ascertain the urgency of the communication be necessary, the employee is to excuse themselves and leave the room to use the device.

IV. USE OF TOWN-ISSUED COMMUNICATION DEVICES

- A. The use of Town issued communication devices shall be limited to official use only.
- B. Employees issued Town communication devices are to have their assigned unit in their possession at all times during their work shift with the exception of those events described above.
- C. Town issued communication devices can be used for personal communications only in an emergency, for notification of delay or change in leaving work or other limited, unplanned circumstances. For Town employees who carry and monitor their devices around the clock for after-hours operations, employees may make limited personal use provided there is not an associated charge to the Town.
- D. Excluding those events described in C above, all employees must reimburse the Town for all personal use of Town communication devices and may be subject to disciplinary actions, up to and including termination.
- E. Each department will be responsible for reviewing their billing statements to ensure compliance with the above policy.

V. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	January 1, 2021