

### 1.0 PURPOSE:

City officials and employees are obligated to conserve and protect City resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of City resources ultimately rests with the individual City official or employee who uses City resources and/or who authorizes such use.

### 2.0 ORGANIZATIONS AFFECTED:

This policy applies to all departments, boards, commissions, committees and employees of the City of West Allis.

### 3.0 DEFINITIONS:

3.1 City Resources - Includes any person, money, service, software, equipment or other property or resource in the custody of an official or employee, to which he or she has access, or which is under his or her control or direction.

3.2 Outside Business - An ongoing commercial enterprise whether owned or operated by the official, employee, or third person.

### 4.0 PROHIBITION AGAINST USE OF CITY RESOURCES FOR PERSONAL USE

No City official or employee may use City resources for personal benefit or gain of the official or employee or any other person, except as provided in this policy.

#### 4.1 Prohibitions

The following personal uses of City resources are prohibited.

- A. Any use for the purpose of conducting an outside business of an official or employee or a relative or acquaintance of an official or employee.
- B. Any campaign or political use.
- C. Commercial uses such as advertising or selling, whether for personal or business purposes. Use of bulletin boards designed for employee use as authorized in paragraph 4.2D of this policy shall not be considered a violation of this prohibition.
- D. Any use of City procurement services for personal use or gain, including use of the City Purchasing Division, purchasing processes, or City contracts with vendors for the purchase of goods or services.
- E. Any illegal activity, including any use of the Internet, software, or any other property or resource

that violates copyrights laws.

#### 4.2 Exceptions

- A. This prohibition does not apply to the use of public resources to benefit another person if such use is consistent with the official's or employee's official duties.
- B. Notwithstanding the prohibition against use of City resources for personal benefit set forth in this policy, a City official or employee may make occasional but limited use of City resources for his or her personal benefit, if all of the following apply:
  - 1. There is prior approval from the department head/supervisor who has control of/is responsible for the resource.
  - 2. There is no cost to the City. [Note: This is not intended to prohibit occasional, minor use of photocopiers, fax machines, etc.]
  - 3. The use of City resources does not interfere with the performance of the official's or employee's duties.
  - 4. The use is brief in duration and does not disrupt or distract from the conduct of City business.
  - 5. The use does not compromise the security or integrity of City information or software.
- C. A department head or City officer may authorize personal use of City resources if the department head or officer determines that such use promotes organizational effectiveness or enhances the job-related skills of the City official or employee using such resources.
- D. A department head may designate bulletin boards, either electronic or physical, which are authorized for personal use.

#### 4.3 Greater Restrictions Allowed

Nothing in this policy is intended to limit the ability of an official or department head to adopt policies for their departments, boards, commissions, or committees that are more restrictive than the prohibitions provided herein.

### 5.0 SPECIAL PROVISIONS REGARDING CELLULAR TELEPHONES

The effective management of the use of City-owned cellular telephones improves the quality of service delivered to City of West Allis citizens, the productivity of the City workforce, and the general cost effectiveness of the City operation. Cellular technology provides assistance with disaster recovery, and offers portable alternatives for immediate communication, enabling time and distance to be managed more effectively.

#### 5.1 Acquisitions

Cellular telephones are to be acquired following the City's purchasing policies and procedures. The following factors shall be considered in all cellular telephone acquisitions:

- 1. Cellular usage costs compared to alternative communication costs.
- 2. Level of employee need and usage.
- 3. Departmental authorization of employee use.

5.2 Inventory

The Purchasing Division shall inventory all City-owned cellular equipment. The Purchasing Division shall be immediately notified of all new purchases of cellular phones.

5.2 Use – Alternatives

Because cellular phone accounts are billed on a time-used basis, City-owned cellular telephones and services should not be used when a less costly alternative method of communication is safe, convenient, and readily available.

5.3 Business Use

Cellular phones provided by the City are intended to be used exclusively for City business, except as allowed in this policy. Calls to an employee's home, family, child care provider or similar persons by an employee when the employee is required to work extended hours shall be considered City business calls. Any call in an emergency regarding personal injury or property damage, whether to private or public property, shall be considered a City business call.

5.4 Personal Use

Employees are discouraged from using City-owned cellular phones for personal use. Officials and department heads are strongly urged to prohibit such calls; however, in exceptional cases, where an employee finds himself or herself in an unexpected situation and needs to make or receive a personal call on a City-owned cellular phone, the call shall not be a violation of this policy. If a department head believes that, because of the unique needs of his/her department, it is necessary to adopt provisions permitting the personal use of cellular phones by employees in their department, other than as set forth herein, he/she shall secure the approval of the Common Council for such provisions.

5.5 Audits

The City reserves the right to audit all City-owned cellular telephones and their use, which will include, but may not be limited to, a review of the monthly billing by the employee's supervisor. Employees in such circumstances are required to assist the management to differentiate between business-related and personal calls.

6.0 APPLICATION OF CITY POLICIES REGULATING ELECTRONIC COMMUNICATION SYSTEMS

The City has adopted an Electronic Communication Policy (Section 1311), an E-Mail Policy (Section 1312), an E-Mail Record Retention Policy (Section 1313) and an Electronic Communication Systems Monitoring Policy (Section 1314). The provisions of such policies, and any similar policies that may be adopted in the future, as they relate to the use of City resources, shall be incorporated herein as if fully set forth.

7.0 SANCTIONS

Individuals violating this policy are subject to discipline up to and including termination. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where applicable.