



OFFICE OF PERSONNEL AND LABOR RELATIONS

Ben Walsh, Mayor

CITY OF SYRACUSE

Mobile Communication Devices Policy

Mobile Communication Devices may be a cellular phone, Blackberry, Smart Phone, two-way radio, or any electronic device that can send and receive information.

The City of Syracuse will issue mobile communication devices to employees who require such a device to effectively and efficiently accomplish their work related responsibilities. City of Syracuse employees need to refrain from using their City issued mobile device for personal use. All communications over the mobile device (phone calls, texts, messaging, data downloads, pictures, etc.) can be monitored. Any inappropriate use or excessive use for non work related responsibilities may result in the device being taken away from the employee.

The City of Syracuse prohibits employees from using any type of mobile communications device while driving a City owned vehicle. However, under the New York State Vehicle and Traffic Law Article 33, Section 1225-c, (3), police officers or members of the fire department are exempt from this regulation while in the performance of their official duties. The prohibition of using mobile communication devices while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone message, or any other purpose not named here while driving.

Name

Date

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1/22/2013