

## **TOWN OF PITTSFORD CELL PHONE USE POLICY**

The purpose of this policy is to outline the acceptable use of cellular phones ("cell phones") and other communication devices, including, but not limited to, Blackberries, mobile phones, iPhones, text pagers, two-way radios, and other wireless devices (collectively referred to as "communication devices") at the Town of Pittsford. These rules are in place to protect workers and the Town. Inappropriate use of communication devices endangers workers by distracting them and may interfere with the proper and safe use of equipment and machinery. When workers are at work, they're expected to be doing their jobs, not engaging in personal conversations, checking personal email, playing games, or sending personal text messages.

### **1. Who this Policy Applies To:**

This policy applies to all personnel

- All communication devices, whether owned by the Town or by the individual
- All vehicles operated by workers while on duty, whether owned by the Town or by the individual worker
- All conversations, whether personal or business-related

### **2. Prohibited Uses**

- a. General:** While in the workplace during work hours, workers are expected to focus on work. Prohibited uses include, but are not limited to, use of communication devices to:
  - Engage in private conversations
  - Play games
  - Surf the internet
  - Check email
  - Send personal text messages
- b. Driving:** Employees whose job responsibilities include driving and who must use a cell phone for business use, are expected to refrain from using their phone while driving. Allow voicemail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

**If acceptance of a call is unavoidable and pulling over is not a safe option,**

- Use hands-free devices;
- Use the voice-activated or "speed dial" feature;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues;
- Keep eyes and attention on the road and both hands free to operate the vehicle.

**Special care should be taken in situations;**

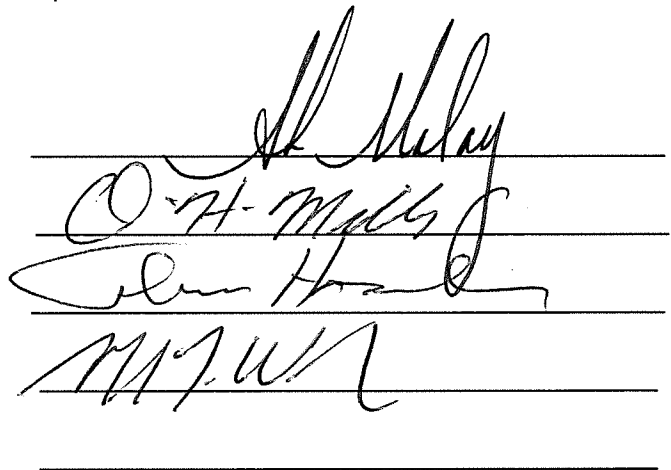
- When there is moderate to heavy traffic;
- Inclement weather; or;
- Driving in an unfamiliar area.

In situations where employees drive and accept phone calls, state law, as well as this policy, require the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

**3. Permitted Uses**

All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. The Town will not be liable for the loss of personal cell phones brought into the workplace. We understand there may be an emergent situation that requires a personal call during normal business hours, however do not want to be taken advantage of with personal cell phone use.

Approved by the Selectboard on 4 day of September 2025.

  
The block contains four handwritten signatures, each written over a horizontal line. The signatures are: 1. A signature that appears to be 'J. Kelly' in cursive. 2. A signature that appears to be 'D. H. Madsen' in cursive. 3. A signature that appears to be 'John H. ...' in cursive. 4. A signature that appears to be 'M. J. ...' in cursive. Below the fourth signature is an additional horizontal line.