



General Rules  
Policy No. 18  
Approved: February 11, 2004

City Manager's Approval: \_\_\_\_\_

## THE CITY OF POMONA

### ADMINISTRATIVE POLICIES AND PROCEDURES

## INFORMATION TECHNOLOGY & COMMUNICATION EQUIPMENT ACQUISITION AND REPLACEMENT POLICY

---

### I. PURPOSE

The purpose of this Policy is to establish an overall framework for guiding the growth of the City's technology resources.

### II. APPLICABILITY

This Policy applies to all full-time and hourly/part-time City employees.

### III. POLICY

The effective use of the information and communication technology is one of the key strategies available in achieving the City's goals of improving organizational productivity, customer service, and public access to City information.

To assist in standardizing the technology systems while recognizing the speed in which technology increases, the following guidelines have been established for the purchase and replacement of technological equipment:

#### A. Standard Personal Computer System

1. Current Minimum CPU speed as set by Technology Services. Standards will be set at a level to adequately meet most users' needs and will be reviewed, revised, and published monthly.
2. 17" *flat screen* monitor (This is not a *flat panel* monitor) CD-ROM
3. Memory – standard will be set at a level to adequately meet most users' needs and will be reviewed, revised, and published monthly.
4. City Standard software

Non-standard equipment includes such items as; flat panel monitors, CDRW, DVD/CDRW, speakers, laptops, docking stations, and any other items as defined by Technology Services. Any request for non-standard items requires a *written*

**INFORMATION TECHNOLOGY & COMMUNICATION EQUIPMENT  
ACQUISITION AND REPLACEMENT POLICY (Continued)**

---

*request and justification* from the Department Director. Only if a legitimate need exists as recognized by Technology Services, will the equipment be authorized for purchase.

B. Printers

The City's focus is that all employees be connected to a shared network printer(s). Local individual printers will be approved on a limited basis when a reasonable condition exists. Local individual printers will be authorized on a limited basis by City Manager written approval only. The standards for black and white printers are set monthly by the Technology Services Department. Color printers are discouraged unless a true need exists, due in part to their maintenance costs. Any deviation from a standard network printer must be accompanied by a written justification and then authorized by the City Manager or his/her designee.

C. Cell Phones

It is the policy of the City to make appropriate use of City funds while taking advantage of improving communication technologies to promote operational efficiency, improve service levels, and response to emergencies. The acquisition and use of cellular phones and pagers shall be approved by the City Manager or his/her designee and will be limited to basic phone needs, e.g. no color or pictures. When cellular phones or pagers are proposed, each Department Director shall prepare an assessment of the demonstrated need and estimated cost before submitting it to the City Manager via the Technology Services Department. The request must include the on-going cost estimate and budget account. In addition, the following criteria must be considered and included in the written request:

1. The reason for the request and whether it will enhance emergency response, employee safety, customer service, or work efficiencies.
2. The adequacy of the present system of communication, and if a cellular phone(s) is the most appropriate and economical choice.
3. Whether the cellular phone is a necessity for job performance.
4. How much time the user spends in the field each day.
5. How frequently the phone will be used.
6. Whether a radio or pager would meet the needs of the employee (as efficiently and less expensively), rather than a cell phone.

Request(s) will be processed by the Purchasing Division only after receiving the City Manager's approval. In addition, a list of cellular phone users and numbers

**INFORMATION TECHNOLOGY & COMMUNICATION EQUIPMENT  
ACQUISITION AND REPLACEMENT POLICY (Continued)**

---

along with pager users and numbers shall be reviewed every six months (January & July) to determine reasonableness of continued use. Once reviewed by the Department Director, the list shall be signed by the Department Director and forwarded to the Telecommunications Coordinator for any required action.

Because of the nature of the need for cellular phones, authorized employees are expected to have their assigned cellular phone in their possession at all times during their work shift with the exception of certain meetings and conferences or safety related issues. Cellular telephones are not to be used while operating an automobile unless an employee is able to use a "hands-free" device. Employees are instructed to safely park vehicles before operating cellular phones.

Department Directors and users are responsible for each cellular phone bill within their department; however, the City reserves the right to audit/review all cellular phone bills.

Use of cellular telephones should be limited to official City business. To keep cellular telephone expenses to a minimum, users are requested to access regular (land line) telephones unless the call is of an immediate nature and the user is otherwise unable to access a regular phone in a timely manner, or unless the call is an emergency. Although cellular phones are not intended for personal use, authorized employees may have occasion to use the City's cellular phones for just such a purpose. Therefore, authorized employees shall sign a release confirming that they have received/read the Cellular Telephone Policy and, therefore, agree to reimburse the City for all personal calls made from or received by their cellular telephone.

The rate for all calls of a personal nature is \$0.10 per minute. This cost is for personal calls that reflect no dollar amount on the cell phone bill and the actual charge for personal calls where amounts are reflected. Employees are expected to reimburse the City promptly through the Finance Department. Failure to make timely reimbursement will result in the loss of cellular phone privileges and payment of amounts owed plus interest.

D. Personal Digital Assistants (PDA) and other like equipment

These types of equipment are not part of the City Technology Plan and therefore, will not be purchased or supported by the City.

E. Replacement procedures of approved equipment

**INFORMATION TECHNOLOGY & COMMUNICATION EQUIPMENT  
ACQUISITION AND REPLACEMENT POLICY (Continued)**

---

As the City's technological equipment ages, it is sometimes beneficial to replace equipment; however, keep in mind that all replaced equipment must be turned into the Technology Services Department and cannot be retained by the Department. Also, funding availability is not a reason for replacement. New equipment will only be approved if there has been an addition of a full time staff position that would require such equipment. Additionally, only under the following conditions will equipment be replaced:

1. If equipment is broken and cannot be repaired.
2. If equipment is broken and Technology Services recommends replacement.
3. At the recommendation of Technology Services.
4. New applications require upgrade or replacement as recommended by Technology Services.
5. Related system operation failures and freezes.

**V. ACTION**

This Policy is effective this date.