

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 10	Technology		
Revised By:	Nate Mara, City Manager	Revised Date:	December 08, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

05.10 - Technology

A. Cell Phone Use in the Workplace.

1. Use of personal cell phones during work hours is strictly limited to minimal use.
2. The City is not responsible for any loss or damage to an employee's personal cell phone.
3. All employees are restricted from making non-business long distance telephone calls via the City's long-distance provider, except in emergency situations.
4. Employees should use the hands-free option for cell phones while operating City vehicles or any City machinery, including both making and receiving phone calls.
5. Phone calls should only be made or received for business while operating a City vehicle or operating any City machinery.
6. All employees must, when asked by the City, consent to a request to provide the City access to all cell phone and text message records used for City purposes.
7. Employees using City-issued cell phones have no expectation of privacy in cell phone calls, pictures, or text messages on these phones.

B. Public Information Act.

1. All records related to City business, which are made and received on City-owned or on personally owned cell phones, are considered public information, and employees are responsible for ensuring that they are preserved or stored.
2. Information related to telephone numbers called, length of call, and time and date of call as well as the text message itself may be obtainable through the Texas Public Information Act, except in narrowly defined circumstances.

3. All employees must, when asked by the City, provide the City access to all cell phone and text messages used for City business.
4. Employees using City-issued cell phones therefore should have no expectation of privacy when using a City-issued cell phone (for call records, contacts, pictures, or text messages).

C. Monitoring of Cell Phone Calls.

1. Employees should be aware that cell phone calls are not secure.
2. It is a crime for a third party to intentionally monitor cell phone conversations without the consent of one of the parties to the conversation.
3. Inadvertent monitoring of private cellular conversations by others is possible. Caution should be used whenever confidential or sensitive City business information is being discussed on cell phones.