

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 90.25	Issue 3	Page 1 of 5
WIRELESS COMMUNICATION SERVICES	Effective Date July 1, 2017		

1. PURPOSE

1.1. To provide guidelines and establish criteria for City Departments and employees with respect to the approval, purchase, issuance, tracking and use of *Wireless Communication Services* and *Mobile Devices*.

2. SCOPE

2.1. The provisions of this regulation apply to all City Departments and to City employees who use City-reimbursed or funded *Wireless Communication Services* and *Mobile Devices* and include:

2.1.1. Wireless telephone calls and data usage from City-issued *Mobile Devices*.

2.1.2. *Wireless Stipends* for City business (use with a personal *Mobile Device* and commercial service plan).

3. DEFINITIONS

3.1. Cell Phone Coordinator - Department's representative who is responsible for billing, activation, de-activation, inventory management, and audit of department's use of *Wireless Communication Services* and *Mobile Devices*.

3.2. Department Head - A City Department Director (or equivalent), or his or her designee, of a *Mayoral* or *Independent Department*.

3.3. Eligible Employee - An employee whom the *Department Head* designates as requiring *Wireless Communication Services*.

3.4. Independent Department - A City Department whose *Department Head* is not appointed by the Mayor.

3.5. Mayoral Department - A City Department whose *Department Head* is appointed by the Mayor.

3.6. Mobile Device - A Cellular phone or smartphone that has voice or data capabilities with a monthly service fee.

(Supersedes Administrative Regulation 90.25, Issue 2, effective June 5, 2015)

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Authorized

(Signature on File)

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CHIEF OPERATING OFFICER

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- 3.7. Wireless Communication Services - Voice and data service plans offered by commercial wireless providers.
- 3.8. Wireless Stipend - A method of reimbursing *eligible employees*, via payroll, for the business use of a personal *Mobile Device*. The *Wireless Stipend* is not intended to fund the full cost of the device or the entire monthly bill. The *Wireless Stipend* does not constitute an increase in pay, nor will it be included in the calculation of percentage increases to base pay.

4. POLICY

- 4.1. The use of *Wireless Communication Services* and *Mobile Devices* provided in whole or part with public funds must be in direct support of the assigned duties and responsibilities of the employee and support the delivery of City services.
- 4.2. Eligibility criteria for approving the issuance of City *Wireless Communication Services* and *Mobile Devices* include promoting public or employee safety, or as otherwise described in section 5.5. Other forms of communications, such as two-way radio and pagers, should be considered, in lieu of *Mobile Devices*, unless it can be shown that these devices are impractical, more costly, or do not satisfy operational needs.
- 4.3. *Department Heads* are responsible for determining the employee's need for *Wireless Communication Services* and *Mobile Devices*. Once a *Department Head* has determined that an employee needs to have *Wireless Communication Services* based on the eligibility criteria (section 5.5), the employee will have the option to choose a City-issued *Mobile Device*, or to acquire their own *Mobile Device* and accept a City-issued *Wireless Stipend*. *Department Heads* are responsible for device distribution and tracking of City issued *Mobile Devices*.
- 4.4. Should the employee choose a *Wireless Stipend* for business-related use, the employee is wholly responsible for the cost of purchasing his or her *Mobile Device* and for the cost of its commercial service plan. Employees eligible for receipt of a *Wireless Stipend* are personally responsible for monthly charges or termination fees, regardless of employment status or any change in this reimbursement policy.
- 4.5. *Mobile Device* billing records that reflect any business use must be retained for two years. Employees should also comply with any other applicable records retention requirements. Text messages and instant messages are not intended to be a permanent storage medium. Therefore, any text messages or instant messages that would be subject to a City records retention schedule should, on a regular basis, be transferred to an organized and secure system for City records. Employees are also responsible for complying with the California Public Records Act for business-related usage of their *Mobile Devices*.
  - 4.5.1. Upon request of the City, the individual shall immediately provide to his or her *Department Head* his or her *Wireless Communication Service* billing records and email

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or text messages that are related to City business.

- 4.6. *Wireless Stipends* for cellular phones and smartphones will be issued in an amount as determined by the Chief Information Officer (CIO).
  - 4.6.1. *Wireless Stipends* shall be paid concurrent with the employee's payroll in accordance with applicable and governing federal, state, and local laws and regulations. For more information refer to the City's Process Narratives found at [citynet.sandiego.gov](http://citynet.sandiego.gov).
  - 4.6.2. For the purpose of a *Wireless Stipend*, employees may select any wireless services commercial provider.
- 4.7. The requesting *City* department shall bear all costs associated with the monthly *Wireless Stipend* excluding applicable taxes.
  - 4.7.1. The requesting *Department Head* is responsible for ensuring that the *Wireless Stipend* is immediately terminated when an employee is deemed to no longer be eligible or is separated from City employment.
- 4.8. The *Wireless Stipend* may be terminated at any time at the discretion of the employee's *Department Head* and for the City's convenience.

5. RESPONSIBILITY

- 5.1. Chief Information Officer (CIO)
  - 5.1.1. The CIO is responsible for establishing a process for the *Department Head* to procure and use wireless communications equipment. The CIO is also responsible for establishing *Wireless Stipend* rates.
- 5.2. Department of Information Technology
  - 5.2.1. The Department of Information Technology is responsible for contractual oversight of City *Wireless Communication Services*. This includes the oversight of competitive contracts for *Mobile Devices* and commercial wireless voice and data service(s).
  - 5.2.2. The Department of Information Technology is responsible for determining which wireless devices are compatible with the City's computing infrastructure. Only *Mobile Devices* compatible with the City's computing infrastructure will be connected to the City's network.
- 5.3. *Department Heads*
  - 5.3.1. *Department Heads* are responsible for managing all lines of service within their Department. This includes tracking and controlling *Wireless Communication Service*

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and *Mobile Device* costs and accounting, requesting the issuance and termination of City-issued *Mobile Devices*, ordering and receiving compatible City-issued *Mobile Devices*, setting up purchase orders for City-issued *Mobile Devices*, and the payment of invoices for City-issued *Mobile Devices*. *Department Heads* are also responsible for using their departmental funds to replace City-issued *Mobile Devices* that are lost or stolen.

- 5.3.2. Each *Department Head* is responsible for deciding when to approve requests for *Wireless Communication Services*. All *Wireless Communication Service* requests must be justified under at least one of the following categories:
- a. Public Safety - public safety emergency responder.
  - b. Accessibility - immediate direct communication is necessary to conduct urgent City business and receive time sensitive calls/messages, or it will be more cost effective than alternative methods of communications such as two-way radio.

5.4. *Department Head/Cell Phone Coordinator*

- 5.4.1. Provides wireless billing and usage to supervisory personnel for review of potential abuses for City-issued *Mobile Devices*.
- 5.4.2. Requests the issuance and termination of City-issued *Mobile Devices*.
- 5.4.3. Orders, receives, and distributes City-issued *Mobile Devices*.
- 5.4.4. After the employee initiates a request, submits the request for *Wireless Stipend* for approval by *Department Head*.
- 5.4.5. Notifies the Department Payroll Specialist, in writing, of changes to stipend eligibility due to personnel changes.
- 5.4.6. Reviews employee eligibility list annually and coordinates the eligibility list with the Department Payroll Specialist.
- 5.4.7. Assigns supervisory personnel to monitor *Mobile Device* usage.

5.5. Supervisory Personnel

- 5.5.1. Monitors City-issued *Mobile Device* usage for potential abuses.
- 5.5.2. Notifies *Cell Phone Coordinator* of any personnel changes that would affect employee eligibility.

5.6. Employee

- 5.6.1. Abide by local, state, and federal law and City policies and procedures.

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- 5.6.2. Employees must return any City-owned or issued *Mobile Devices* or other wireless equipment to their *Cell Phone Coordinator* when no longer required for their work assignment or when requested by the City.
- 5.6.3. Employees are responsible for reporting lost or stolen *Mobile Devices* to their *Cell Phone Coordinator*.
- 5.6.4. Password-protect all *Mobile Devices*.

APPENDIX

Legal References

Administrative Regulation 85.10  
Administrative Regulation 90.66  
Administrative Regulation 95.05  
Administrative Regulation 95.20

Forms

Attachment 1 – Wireless Stipend Agreement

Subject Index

Wireless Communication  
Mobile Device  
Cell Phone  
Wireless Stipend

Administering Department

City Comptroller  
Department of Information Technology

**City of San Diego**  
**Wireless Stipend Agreement**

Employee Name:	
Employee Personnel Number:	
Department/Division:	
Employee Contact Number:	
Department Cell Phone Coordinator:	
Justification for Stipend per AR 90.25 (please select one):	<input type="checkbox"/> Public Safety <input type="checkbox"/> Accessibility <input type="checkbox"/> Responsiveness
Phone/Device (please select one):	<input type="checkbox"/> Cellular <input type="checkbox"/> Smartphone
City-issued Mobile Number/Carrier (if applicable):	
Action: <input type="checkbox"/> Deactivate* City-issued mobile number and use personal mobile number (provide #) _____ and carrier _____.  <input type="checkbox"/> Use personal mobile number (provide #) _____ and carrier _____. Reassign City-issued mobile number to (provide new Subscriber Name) _____.  <input type="checkbox"/> Not a current City-issued cell phone user; use personal number (provide #) _____ and carrier _____.  <input type="checkbox"/> Port/Transfer City-issued mobile number to personal Sprint account.  <input type="checkbox"/> Cancel existing stipend.	

As an employee of the City of San Diego, I request to participate in the Wireless Stipend Program. I acknowledge and agree that the following are my obligations under the Program:

1. I will not use my mobile device for City business purposes while driving a vehicle. (Non-Public Safety Staff)  
 I will follow all applicable California Vehicle Codes, rules, and regulations pertaining to mobile devices.  
 (Public Safety Staff Only)
2. I will be responsible for all costs associated with my mobile device account.
3. I will retain an active mobile device contract as long as my stipend is active.
4. I agree to provide expeditious access to any and all electronic or paper records related to the personally-owned mobile device to City officials conducting audits, investigations, or internal reviews on behalf of the City to ensure compliance with legal requirements, regulatory requirements, and/or City policy.
5. I agree that upon termination of employment with the City, I will delete all City data from the personally-owned mobile device except when instructed to retain for legal purposes.
6. I understand and agree that the City may discontinue my stipend at any given time.
7. I have read and agree to abide by the security protocols identified in City AR 90.66.
8. I understand and agree that failure to abide by these terms and conditions constitute a violation of one or more City policies, which may result in disciplinary action.

Employee's Signature:	
CPC Name and Signature:	
Appointing Authority Name and Signature:	
Date:	
Approved Stipend Type:	<input type="checkbox"/> Voice-Only <input type="checkbox"/> Smartphone
*City-issued mobile number will need to be deactivated upon approval of the wireless stipend.	

**Please submit completed forms to your Department's Cell Phone Coordinator, who will then forward them to the department Payroll Specialist for processing.**