

FISCAL ACCOUNTABILITY RULES

RULE 10.9 – UTILIZING MOBILE DEVICES TO CONDUCT CITY BUSINESS

Purpose

The City and County of Denver recognizes that an individual may need to utilize a City supplied, or his/her personally owned, mobile device as a business tool to conduct City business. The purpose of this rule is to determine the mobile devices that may be utilized to connect to the City's network to conduct City business, and the financial options available to the User.

This rule, and the associated [Mobile Device Policy](#), shall be read in conjunction with the following Career Service rule and Executive Order to ensure compliance and understanding:

- [Executive Order 16 – Use of Electronic Communication Devices and Services](#)

All information, records, or correspondence pertaining to City business maintained or kept on any mobile device may be subject to review at any time by the City and may be subject to an open records request.

Definitions

Mobile device – a wireless, portable device that allows a User to access data and information from the City's network. A mobile device includes the following devices, and other similar devices approved by Technology Services that may be set-up to connect to the City's network. Contact Technology Services to verify set-up and connectivity.

- **Smartphone** – a mobile device with multifunctional features that includes an operating system, internet access, QWERTY keyboard, and a messaging system.
- **Standard mobile phone** – a mobile device that can make and receive telephone calls, pictures, video, and text messages.
- **Tablet Computer** – a wireless, portable flat-panel personal computer with a touch screen interface and no primary ability to function as a telephone. Some tablets may not be able to set-up and connect to the City's services. Contact Technology Services to verify set-up and connectivity accessibility.

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- **Personal digital assistants (PDA)** – a small mobile hand-held device that provides computing and information storage and retrieval abilities.
- **Pager** – a small telecommunications device that receives (and, in some cases, transmits) alert signals and/or short messages.

User – a User includes any City employee (including Career Service Authority and Non-Career Service Authority employees, appointees, and elected officials) who utilizes a City supplied, or a personally owned mobile device to connect to the City’s network.

Rule

1. Every mobile device that will be used as a tool to conduct City business shall be approved by and registered with Technology Services prior to connecting to the City’s network.
2. Agency heads/department managers shall use the [Mobile Device Financial Option Form](#) to document a User’s non-compensatory business need for a mobile device and to choose the **Financial Option** that will best meet the business needs of the agency/department and the User. Such business needs may include, but are not limited to:
 - contacting the User at all times for work-related emergencies;
 - speaking with the User outside of normal City business hours for urgent or pressing, but non-emergency situations;
 - having the User speak with City departments at times when the User is away from the office; and/or
 - having the User available to conduct City business in different time zones that maybe outside normal City business hours.
- A. **Financial Option 1 – City Supplied Mobile Device with Reasonable Personal Usage (Excluding City Supplied Tablet Computers)**

With this option, the City shall supply, and issue to a User, a mobile device (excluding City supplied table computers) to use as a tool to conduct City business. The value of the City supplied mobile device shall not be treated as taxable income to the User. The User may use the mobile device for reasonable personal use.

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B. **Financial Option 2 – Stipend for a Personally Owned Mobile Device (Excluding Tablet Computers, Pagers, and PDAs)**

This option provides a stipend to the User whose personally owned mobile device (excluding tablet computers, pagers, and PDAs) is used to conduct City business. The stipend is to help defray the cost of a mobile device plan. The monthly stipend amount shall be established by Technology Services.

With this option the User may choose the mobile device, wireless carrier, and service plan he or she wishes to use. The User shall pay the wireless carrier for the device and service plan selected. The City shall not reimburse the User for any cost beyond the monthly stipend. Should the User leave his/her position with the agency/department the stipend shall cease upon the date of separation. The stipend may be terminated at any time if the business need terminates.

The stipend shall not be treated as taxable income for a Smartphone or a Standard Mobile Phone. Stipends do not constitute an increase in the User's base pay, and will not be included in any calculations utilizing base pay, including but not limited to, the calculation of percentage increases to base pay due to annual salary increases, job promotions or salary reclassifications, or retirement contributions.

C. **Financial Option 3 – User Owned Mobile Device – No Stipend Provided (Only Option Available for Personally Owned Computer Tablets)**

Upon approval by the agency head/department manager, the User may use his/her own personal mobile device to set-up and connect to the City's servers. The User is responsible for complying with any contract entered into with the mobile device service provider including payment of all expenses incurred, including, but not limited to, long distance, roaming fees, early termination fees, and taxes.

3. Agency heads/department managers shall annually review every User's mobile device compliance in conjunction with this rule and the [Mobile Device Policy](#) to ensure appropriate use when connected to the City's network. In addition, the review shall confirm the continued necessity of using a City supplied, or a personally owned, mobile device as a business tool to conduct City business for every User under **Financial Options 1 and 2** and discontinue the allowance when the eligibility criteria are no longer met or when the mobile device service is cancelled.

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4. Any suspected misuse that violates this policy will be investigated and appropriate corrective action taken.

Procedures and Forms

Technology Services is responsible for any procedures and forms associated with this rule.