

## **CELLULAR TELEPHONES**

Cellular telephones and pagers will be issued only to those Employees with a demonstrated need for these types of communication. Cellular telephones and pagers shall be authorized by the appropriate Department Head or the Township Administrator.

Employees must safeguard any Township owned or contracted cellular telephone and pager equipment in their possession.

Employees must immediately report to the Department Head the loss of any Township owned or contracted cellular telephone or pager equipment immediately. If theft is suspected, the Township police department and any other police department with jurisdiction over such matter shall also be notified and a theft report will be filed.

Employees must exercise extreme caution when driving and talking on a cellular telephone. Unless utilizing "hands free" speakerphone, Blue-Tooth, or other similar device, Employees should make a reasonable effort to stop their vehicle, as soon as safely possible, to use cellular telephones. When responding to an emergency situation, police and fire Employees shall follow any directives issues by their Department Head regarding the proper use of cellular telephones and adhere to any state laws or regulations.

When an Employee no longer has a demonstrated need for the cellular telephone or pager, or when the Employee's employment is terminated or suspended, the Employee must immediately return any cellular telephone or pager, and any related equipment, to the Township. Employees must provide their Department Head or the Township Administrator any passwords upon surrender.

## **SOCIAL MEDIA**

The Township expects Employees to be conducting Township related business when working. Employees are not permitted to access, or make postings on, personal websites, or social networking sites, when they are working without the approval of their Department Head or the Township Administrator. This does not apply to postings being made by or on behalf of the Multi-Media Coordinator as outlined herein. Department Heads may access or authorize other Employees to access such websites or make postings when it is in the interest of the Township to accomplish its mission or