

EXHIBIT A
CITY OF WILLOW PARK
MOBILE DEVICE AND TELECOMMUNICATIONS POLICY

1. Purpose and Scope

The purpose of this policy is to establish usage requirements for the use, management, and security of any City of Willow Park issued mobile devices and telecommunications services issued to employees, officials, and any other authorized user. This policy serves to clarify the use of mobile devices outside of the city of Willow Park and is designed to ensure responsible use of public resources, appropriate oversight of telecommunications expenses, and compliance with the city records retention requirements and Texas Public Information Act.

2. Ownership

City-issued mobile devices shall be used for city business purposes only, and all devices, assigned phone numbers, subscriber accounts, and service plans remain City property. City-issued devices shall not be used for personal business ventures, political campaign activities, or excessive personal communications.

Users should have no expectation of absolute privacy when using City-issued devices. Communications and records maintained on these devices are subject to City and Texas records retention policies and the Texas Public Information Act. All users may be required to surrender their mobile device as a result of a Public Information Act Request, or pursuant to a municipal investigation or a subpoena.

3. Prohibited International Use

City issued mobile devices shall not be used outside of the United State of America. International calling, roaming, and additional charges for cellular data services shall remain disabled by default on all City-issued mobile devices. The City shall not activate, pay for, or reimburse international calling, roaming, cellular data, or related telecommunications expenses incurred during personal travel, vacations, or other activities.

Exceptions may be granted only for official City business and must receive prior approval from the City Council. Requests shall be submitted in writing to the City Manager's Office at least ten (10) business days before the anticipated travel date, and must identify the official business purpose, destination, travel dates, and services requested.

No employee, elected official, contractor, or other authorized user may independently activate international telecommunications services or make changes to City telecommunications accounts without the required approval. Individuals who independently purchase or activate international telecommunications services without prior authorization shall be personally responsible for those expenses, and the City shall not reimburse such charges.

Approved international services shall be limited to the duration and scope of the authorized City business purpose and shall be disabled upon completion of the approved travel.

4. Mobile Device Management

All mobile device applications, software, and device configurations shall be installed, approved, or modified only by authorized IT personnel. Mobile device users shall not independently install applications, disable security features, remove device management software, or otherwise circumvent established security controls promulgated by the City or the mobile service provider.

Applications or communication features that automatically delete messages, conceal official communications, or prevent the preservation of City records are prohibited on City-issued devices. The City reserves the right to remotely manage, secure, lock, or erase City-issued devices when necessary to protect City information, subject to applicable law and records retention requirements. All mobile device users shall cooperate with authorized IT personnel in maintaining device security, performing updates, and addressing identified security concerns.

5. Security, Loss, and Damage

Mobile device users are responsible for taking reasonable precautions to protect City-issued mobile devices from loss, theft, damage, and unauthorized access. Any lost or stolen devices must be reported immediately to the City Manager's Office and authorized IT personnel to activate the appropriate security measures.

Mobile device users shall not share device passwords, access codes, or other security credentials with unauthorized individuals.

Damage or loss resulting from intentional misconduct, gross negligence, or unauthorized use may be reviewed to determine whether reimbursement or other corrective action is appropriate. Any financial responsibility or corrective action shall be determined in accordance with City ordinances or policies.

6. Policy Administration

The City Manager, or designee, shall be responsible for administering this policy, maintaining records of issued devices and assigned telephone numbers, and coordinating telecommunications services with authorized IT personnel and service providers.

The City Manager or designee shall ensure that employees, city officials, and other authorized users receive a copy of this policy and complete the required acknowledgment form upon issuance of a City-owned mobile device. Current users shall also receive the policy and complete the acknowledgment following adoption.

Mobile Device and Telecommunications Policy Acknowledgment

Assigned User: _____

Department / Position: _____

Device Make / Model: _____

Serial Number / IMEI: _____

Assigned Telephone Number: _____

Date Issued: _____

I acknowledge that I have received, read and understand all of the terms set out in the City of Willow Park Mobile Device and Telecommunications Policy.

I acknowledge that the mobile device, assigned telephone number, and associated telecommunications services remain the property of the City of Willow Park.

User Signature: _____ Date: _____

Issued By: _____ Date: _____