
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 01.06.02.00

SUBJECT: CELLULAR TELEPHONE EQUIPMENT AND FAX MACHINES ASSIGNED TO BOARD OF COUNTY COMMISSIONERS

EFFECTIVE DATE: SEPTEMBER 7, 1994

SUPERSEDES:

Purpose:

To establish and prescribe procedures governing the assignment, use, and disposition of County cellular telephones, facsimile machines, pagers, and air time only usage for individual members of the Hillsborough County Board of County Commissioners (Board).

Policy:

It is the policy that any member of the Board will be eligible for the assignment of a cellular telephone and/or pager and airtime usage. The availability of cellular telephone equipment, pagers, and facsimile machines to Board members for official use is recognized as being a valuable resource enabling the members to more efficiently perform the duties of their public office.

Responsibility:

The Board will have an annual budget for cellular telephones and facsimile machines. Board members may consider 1/7 of amount budgeted for this purpose as a guideline for monitoring their individual use.

Every effort should be made to limit the number of personal calls on a County Business account. Approved use is intended to accommodate time sensitive and operationally necessary calls associated with official County business. Calls that are just for a matter of convenience should not be made.

It is important that each user assumes personal responsibility for the prudent use of taxpayers dollars.

Payment of Cellular Airtime and Reimbursement for personal calls:

1. A detailed billing will be provided to each individual Commissioner for review.
2. Each Commissioner will highlight those calls that are of a personal nature and issue a check made payable to B.O.C.C.
3. Personal checks are to be submitted to the Clerk to the Board (Chief Deputy Clerk) at which time a receipt for the check will be provided to the Commissioner. This amount will be applied to the index code and sub-object code of the Boards office budget.
4. Any inquiries regarding reimbursement should be made directly to the Clerk to the Boards Office.

5. Personal long distance charges on facsimile machines shall be reimbursed in the same manner as indicated above.

Reporting and Equipment Disposition:

The County Administrator will provide a cumulative monthly report of cellular telephone expenditures.
(This information may be included with an overall expenditure report that will be provided to the Board.)

Approved By: Board of County Commissioners
Approval Date: September 7, 1994