

**RESOLUTION OF THE MONCLOVA TOWNSHIP TRUSTEES
TO APPROVE AMEND AND RESTATE CELLULAR PHONE AND MOBILE DEVICE POLICY**

RESOLUTION-10192026-05

The Board of Trustees of Monclova Township, Lucas County, Ohio met at a regular meeting of the Board, on October 19, 2026; whereupon the following was placed in consideration on the regular agenda of the Board:

WHEREAS, the Board finds it advisable and necessary to update the Personnel Policies and Procedures Manual from time to time for health, safety, and well-being of Township personnel.

WHEREAS, the proceedings and hearing on this Resolution, and any necessary notices of such proceedings and hearings have all been undertaken, conducted, and given in accordance with applicable law.

NOW THEREFORE IT IS HEREBY RESOLVED that Monclova Township amends and restates Policy # 2018-23 all as more fully described in the attached Policy and fully incorporated herein by reference.

Trustee _____ moved and Trustee _____ seconded the adoption of the Resolution, and the roll being called upon its adoption, the vote resulted as follows:

Trustee Hoecherl YES Trustee Laux YES Trustee. Lang YES

I hereby certify that this is a true copy of Resolution No. 10192026-05, adopted at a regular open meeting of the Board of Trustees on October 19, 2026.

ATTEST:

Gavin S. Pike
Monclova Township Fiscal Officer

Cellular Phone and Mobile Device Policy

Personnel Policy | Administrative Draft

Policy No.	ADM 002	Effective Date	10/19/2026
Adopted By	Board of Township Trustees	Resolution No.	10192026-05
Responsible Official	Township Administrator	Supersedes	Policy # 2018-23

1. PURPOSE

The Township recognizes that cellular phones and other mobile devices are useful communication tools. This policy establishes reasonable standards for the use of personal and Township-issued cellular phones and mobile devices while employees are working or conducting Township business.

2. SCOPE

This policy applies to Township employees who use personal or Township-issued cellular phones or mobile devices during work hours or while conducting Township business. Department-specific rules may impose additional requirements when operational, safety, or public-service needs warrant.

3. PERSONAL CELL PHONE USE DURING WORK HOURS

Employees are expected to devote working time to their assigned duties. Personal cellular phone use, including calls, texting, messaging, social media, internet use, and other non-work-related activity, shall be kept to a minimum during working hours.

Personal cellular phone use should generally be limited to:

- Authorized breaks and meal periods;
- Urgent or emergency situations; or
- Other reasonable circumstances approved by a supervisor.

Personal cell phone use shall not interfere with job performance, Township operations, service to the public, workplace safety, or the work of other employees. Supervisors may direct an employee to discontinue or limit personal cellular phone use when it interferes with Township operations or employee performance.

4. TOWNSHIP-ISSUED CELLULAR PHONES

The Township may provide a cellular phone or mobile device to employees whose job responsibilities require regular mobile communication. Township-issued devices are Township property and are primarily intended for official business.

Employees issued a Township device are responsible for:

- Exercising reasonable care of the device;
- Protecting passwords and access credentials;
- Promptly reporting a lost, stolen, or damaged device;

- Avoiding unauthorized applications or modifications that could compromise Township information; and
- Returning the device and related Township property upon request or separation from employment.

Incidental personal use may be permitted provided it is reasonable, does not interfere with Township operations, does not result in additional expense to the Township, and otherwise complies with Township policies.

5. PERSONAL DEVICES USED FOR TOWNSHIP BUSINESS

Employees should use Township-approved communication systems whenever reasonably available.

Employees who use a personally owned cellular phone or mobile device to conduct Township business shall understand that communications or other information documenting official Township activities may constitute a public record based upon the nature and content of the information.

Employees shall comply with all applicable Township public-records and records-retention requirements when conducting Township business through a personal or Township-issued cellular phone or mobile device.

6. USE WHILE OPERATING VEHICLES OR EQUIPMENT

Employees shall not use a handheld cellular phone or mobile device while operating a Township vehicle, a personal vehicle on Township business, or machinery or equipment when such use would create a safety hazard.

Where communication is necessary, employees should safely stop and park the vehicle or use a lawful hands-free method when appropriate. Nothing in this policy authorizes cellular phone use that violates applicable law or creates an unsafe condition.

7. PHOTOGRAPHS, VIDEO AND AUDIO RECORDINGS

Employees shall not use personal or Township-issued devices to photograph, video record, or audio record confidential information, restricted areas, personnel information, or other information where recording is prohibited by law or Township policy.

Authorized photographs, recordings, or other media created in the course of Township business shall be handled in accordance with applicable Township records-retention and public-records policies.

8. CONFIDENTIALITY AND SECURITY

Employees shall take reasonable precautions to protect confidential, sensitive, or legally protected Township information accessible through a cellular phone or mobile device. Employees shall not forward Township information to unauthorized individuals or store confidential Township information in personal accounts, applications, or cloud-storage services unless specifically authorized.

9. EMERGENCY AND PUBLIC SAFETY OPERATIONS

Nothing in this policy is intended to prevent appropriate cellular phone or mobile-device use during an emergency or when required as part of an employee's official duties. Department heads may establish additional requirements for Fire, EMS, Public Works, or other Township operations when

operational or safety needs warrant additional restrictions however, additional requirements need approval by Township Administrator.

10. VIOLATIONS

Failure to comply with this policy may result in corrective or disciplinary action consistent with applicable Township personnel policies, collective bargaining agreements, and law.

11. EMPLOYEE ACKNOWLEDGMENT

Employees may be required to acknowledge receipt and understanding of this policy and any subsequent revisions.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received and reviewed the Monclova Township Cellular Phone and Mobile Device Policy. I understand that I am responsible for complying with this policy and other applicable Township policies and requirements.

Employee Signature

Date

Printed Name

Department