



ADMINISTRATIVE ORDER No. 1-2010

TO: All City Employees

FROM: Joseph D. Kiolbasa, City Manager

RE: Cell Phones

EFFECTIVE: Date of Signature

There will be no use of cell phones other than City issued cell phones while on compensable time during City employment without authorization of the supervisor.

City issued cell phones may include personal phones, if approved by the City Manager.

Any such approval by the City Manager shall be limited to persons issued a City cell phone.

*Joseph D. Kiolbasa*  
\_\_\_\_\_  
City Manager

*2/01/10*  
\_\_\_\_\_  
Date

cb