

CITY OF SPOKANE FLEET DEPARTMENT POLICY AND PROCEDURE	DEPT 5100-26-02 LGL 2026-0022
TITLE: Cell Phone Usage Policy EFFECTIVE DATE: September 6, 2026 REVISION DATE: N/A	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish departmental rules regarding cell phone use and to promote safety, productivity, and operational efficiency within the Fleet Services Department. Due to the safety-sensitive nature of fleet maintenance, vehicle operation, and equipment handling, strict limitations on personal cell phone usage are required.

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2.0 REFERENCES

None

3.0 SCOPE

- 3.1 This policy applies to all Fleet Services employees, including full-time, part-time, temporary, and contract personnel, while they are on duty or engaged in work-related activities.

4.0 DEFINITIONS

None.

5.0 POLICY

5.1 Employees are prohibited from using personal cell phones during working hours, except for brief use when necessary to address an emergency or other urgent situation.

5.2 Non-emergency phone calls shall take place during the employee's meal period and/or rest breaks. Non-emergency phone calls will not take place on the work floor.

5.3 Official City of Spokane business shall be conducted using City of Spokane communication equipment and systems. Personal devices will not be used for work-related purposes.

5.4 The following are prohibited during work hours:

5.4.1 Use of social media, streaming, gaming, or other non-work-related applications.

5.4.2 Use of a cell phone or other electronic devices while operating City vehicles or equipment.

5.4.3 Use of headphones, earbuds, or similar devices that block or impede the ear canal while on shift. (unless specifically authorized).

6.0 RESPONSIBILITIES

The Fleet Services Director and Department Forepersons are responsible for administering this policy.

7.0 APPENDICES

None.

APPROVED BY:

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City Attorney

Sep 4, 2026

Date



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