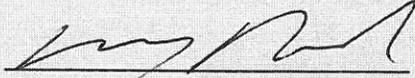


City of Los Alamitos

Administrative Regulation

Regulation:	2.5	 City Manager
Title:	Cellular Telephone Agreement	
Authority:	City Council	
Date:	April. 25, 2005	
Revised:		

- 1. Purpose:** The purpose of this regulation is to provide guidance and agreement on the use of Cellular Telephones by members of the City Council.
- 2. Application:** This Administrative Regulation shall apply to each member of the City Council who elects to receive and use a Los Alamitos Cellular Telephone.
- 3. Regulation:** Each member of the City Council who elects to receive and use a Cellular Telephone agrees to the Telecommunications Devices conditions enumerated in Administrative Regulation 7.1, and also agrees to submit a signed Cellular Telephone Agreement (sample attached).

CITY OF LOS ALAMITOS

**CELLULAR TELEPHONE AGREEMENT
(MAYOR AND COUNCILMEMBERS)**

I, [INSERT NAME], hereby acknowledge receipt of a cellular telephone from the City of Los Alamitos with serial number [INSERT SERIAL NUMBER].

I understand that this cellular telephone has been provided to me by the City of Los Alamitos to conduct City-related business only. I understand that City-related business specifically excludes any campaign or political activity for which City resources cannot be utilized under applicable laws, rules or regulations. I understand and agree that I am the only person authorized to use this cellular telephone. I agree to immediately report the loss or theft of the cellular telephone to the City Manager or his designee.

I acknowledge receipt of Los Alamitos Administrative Regulation 7.1 (Telecommunication Devices), and I agree to abide by Regulation 7.1 in my use of the cellular telephone. As provided in Regulation 7.1, for example, I shall attempt in all instances to avoid making or receiving personal phone calls with the cellular telephone. Recognizing the fact that the need may arise occasionally to make or receive personal calls with the cellular telephone, I agree to keep track of the date, time and length of personal calls and to promptly and fully reimburse the City for all tolls and other charges incurred in connection with personal calls. I understand that campaign or political activity for which City resources cannot be utilized under applicable laws, rules or regulations shall not be considered to be occasional personal calls, and shall be avoided at all times.

I understand that the City of Los Alamitos is liable to the cellular provider for all use of the cellular telephone, and I shall therefore reimburse the City as noted. I further understand that the City of Los Alamitos may audit the use of this cellular telephone and will report any discrepancies or misuse of the cellular telephone to the City Manager and, if necessary, to the Los Alamitos Police Department.

I understand that the City of Los Alamitos may terminate my right to use this cellular telephone at any time for any reason. I agree to return the cellular telephone to the City of Los Alamitos immediately upon request or upon separation from my position.

I understand that approval of this Agreement by the City of Los Alamitos represents the City's trust in me as a responsible agent to safeguard and protect City assets. I hereby acknowledge receipt of this Agreement and confirm that I have read and understand all its terms and

conditions. I further acknowledge and confirm that any violation of the terms and conditions of this Agreement may result in action against me by the City.

CARDHOLDER

Signature

Date

Print Name

Department

CITY MANAGER APPROVAL

Signature

Date

Print Name

Attachment: 1. City of Los Alamitos Administrative Regulation 7.1