

2026-034
Resolution Adopting Cell Phone Use Policy

The Board of Trustee of Franklin Township, Franklin County, Ohio, met in person in a Regular Meeting at 6:00 p.m. on Thursday, February 19 , 2026, at 2193 Frank Road, Columbus, Ohio. The Trustee marked below made a motion for the adoption of the following resolution:

Trustee Fleshman

Trustee Blevins

Trustee Fuller

WHEREAS, the Board of Trustees has determined that adopting a cell phone use policy is in the best interest of the Township to ensure that cell phone use by Township employees supports safe work practices, promotes productivity, protects township resources, and complies with all applicable laws and regulations; and

WHEREAS, Township staff have developed and proposed an updated cell phone use policy, intended to replace Section 7.03 of the Employee Handbook, a copy of which is attached to this Resolution as Exhibit A (the "Township Employee Cell Phone Use Policy").

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that:

Section 1. The attached Township Employee Cell Phone Use Policy is hereby adopted as the official policy of Franklin Township and shall take effect immediately.

Section 2. The former cell phone policy, Section 7.03 of the Employee Handbook is hereby rescinded and replaced in its entirety with the attached Township Employee Cell Phone Use Policy, attached hereto as Exhibit A.

Section 3. The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and shall ensure compliance with the policy.

Section 4. All formal actions of this Board of Trustees concerning and relating to this Resolution were passed in an open meeting of the Board of Trustees, and that all deliberations of the Board of Trustees and any of its committees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This Resolution shall be in full force and effect immediately upon its adoption

The following trustee marked below seconded the motion:

Trustee Fleshman

Trustee Blevins

Trustee Fuller

Roll was called for the adoption of the resolution, and the vote was as follows:

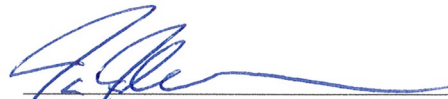
Fleshman: YES/ NO

Blevins: YES/ NO

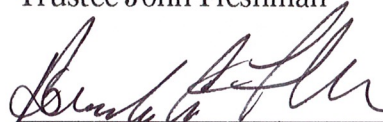
Fuller: YES/ NO



Trustee Mike Blevins



Trustee John Fleshman



Trustee Brenda Fuller

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1. Purpose

The purpose of this policy is to ensure that cell phone use by Township employees supports safe work practices, promotes productivity, protects Township resources, and complies with all applicable laws and regulations.

2. Scope

This policy applies to all Township employees, full-time, part-time, seasonal, elected, appointed, and contracted individuals who use either Township-issued or personal cell phones during work hours or while conducting Township business.

3. Definitions

- **Township-Issued Cell Phone:** *A mobile device provided to an employee for official Township duties.*
- **Personal Cell Phone (Personal Device):** *A privately owned mobile device used by an employee.*
- **Work Hours:** *Any time an employee is on duty, including meetings, job sites, fieldwork, and while operating Township vehicles or equipment.*

1. General Policy for Cell Phone Use

1.1 Appropriate Use

Employees may use cell phones (Township-issued) for limited personal communication, provided it does not interfere with work duties, safety, productivity, or the performance of Township operations. Employees are expected to keep personal conversations short and limited in number. When possible, personal conversations should be kept to non-work time, such as lunch or breaks. Cell phones should be kept on courtesy settings, such as silent or vibrate, in office settings or during client/customer contact.

1.2 Prohibited Use

Employees may **not**:

- Use cell phones for illegal activities or activities that are against Township policies or contrary to the Township's best interests.
- Use cell phones for excessive personal communication during work hours.
- Access inappropriate websites, apps, content, or any material that would be considered indecent, obscene, or offensive under contemporary community standards.
- Take photos, videos, or audio recordings of people, facilities, or documents without permission or for non-work-related duties. Use of cell phone cameras/video recorders without the consent of at least one party to that conversation is prohibited in accordance with ORC 2933.52. Use of cameras where employees may expect privacy, such as restrooms, is strictly prohibited
- Use Township-issued cell phones for personal gain, private business, or political activity. Township-issued cell phones are to be used for official Township business and communication. When using a Township-issued cell phone, employees are expected to use the same professional courtesy that is required in any other verbal or written communication on behalf of the Township.

1.3 Enforcement

Failure to adhere to these policies may subject an employee to the discipline procedures outlined in section 9.01 of the Employee Handbook.

2. Safety Requirements

2.1 Vehicle Use

Employees may **not** use a handheld cell phone while:

- Operating a Township vehicle,
- Operating heavy equipment, or

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- Driving on Township business.
- ❖ **Hands-free use is permitted only when it does not create a distraction.** Employees must comply with applicable state and local laws.

2.2 Job Sites & Field Operations

Cell phone usage must not interfere with:

- Safety protocols,
 - Compliance with OSHA regulations,
 - Communication among crew members,
 - Operation of tools, machinery, or vehicles.
- ❖ Supervisors may restrict phone use in high-risk or critical zones.

3. Township-Issued Cell Phones

3.1 Eligibility

Township-issued phones may be assigned based on:

- Job requirements,
- Emergency response duties,
- On-call responsibilities,
- Management discretion.

3.2 Account Information and Password Integrity

For all Township-issued cell phones, including Samsung and Apple devices:

- **All associated account information, including Apple ID, Samsung Account, Google Account, or any other device-linked service, must remain unchanged.**
- Employees are **prohibited** from altering, removing, or replacing:
 - Device related Account usernames and associated passwords
 - Account recovery emails or phone numbers
 - Security settings tied to the device
- Employees may not add personal accounts (e.g., personal Apple ID, Samsung Account, Google Account) to Township-issued devices unless explicitly authorized by the Township.
- Township administrative staff or designated IT personnel are the only individuals authorized to modify or update account information on Township-issued devices.
- Any attempt to bypass, reset, or disable Township-controlled accounts, credentials, remote-management tools, or security features is strictly prohibited and may result in disciplinary action, and/or revocation of township issued device

3.3 Ownership and Monitoring

Township-issued devices remain Township property. The Township reserves the right to:

- Review usage records for any lawful reason, including for excessive personal use.
- Monitor communication logs.
- Audit device content when appropriate, in accordance with applicable law.

Employees should have no expectation of privacy on Township-issued devices.

3.4 Loss or Damage

Employees must report lost, stolen, or damaged devices to their immediate supervisor as soon as possible. In the event that a Township-issued cell phone is lost, stolen, or damaged, the employee may be financially responsible for replacement of the device.