

## **Cell Phone/Electronic Message**

### **TOWN OF MARSHFIELD**

#### **Cell Phone/Electronic Message Policy**

1. This policy shall apply to any electronic device (cell phone, pager, PDAs, iPod, etc.) that makes or receives calls, leaves messages, sends text messages, surfs the internet, or downloads and allows the reading of and responding to email whether the device is town supplied or privately owned.
2. Operators of vehicles shall not send text messages or emails or make phone calls or use other electronic devices, town or privately owned, while the vehicle is moving. Receiving phone calls or text messages is restricted to municipal business and shall not distract the driver's attention. In the event the message must be acknowledged or responded to by the driver, the vehicle shall be stopped.
3. The Town shall assume no responsibility for damage to personnel electronic devices.
4. Employees violating this policy will be subject to disciplinary action.

***Adopted by the Board of Selectmen June 21, 2010 and shall become effective immediately***

