



The Most Livable
City in America

CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

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PROCUREMENT OF CITY OWNED DEVICES

To procure a City owned cell phone or smartphone device with a mobile plan and data plan, department personnel must utilize the contracts as provided by HREEO. All cell phone and smartphones procured with City of Saint Paul funds are the property of the City of Saint Paul and may be subject to data requests by the public.

Employees should receive only the free basic model cell phone available at the time of procurement unless their job duties require a more advanced device such as a PDA or smartphone to conduct business on behalf of the City of Saint Paul. Department or Office Directors will have to request written permission for a more advanced device.

All City of Saint Paul departments and offices must select only one approved cell phone vendor for their department/office. For security purposes, the Department of Police, Fire and Emergency Management are exempt from this requirement. For all other departments, if an employee must be on-call for work-related purposes, the department director must seek the written approval of the Deputy Mayor for procuring a device outside of the selected vendor for that department.

City of Saint Paul employees must immediately relinquish their City of Saint Paul cell phone or smartphone to designated personnel, including any data cards upon employment separation.

MAINTENANCE OF CITY OWNED DEVICES

To ensure that the City of Saint Paul's cell phone or smartphone devices continue to operate in good condition (e.g. battery life decreases over time), City of Saint Paul employees may replace their cell phone or smartphone device not more than once every two (2) years, starting from the activation date of their device. City of Saint Paul employees may not upgrade their cell phone or smartphone device unless they receive written permission from their department or office directors. Reasons for an upgrade must meet either of these requirements: device is broken or an employee's work responsibilities require a smartphone device.