



EMPLOYEE CERTIFICATION FORM

NAME: _____ EMPLOYEE #: _____

POSITION: _____ DEPARTMENT: _____

DEVICE ID: _____ DEVICE PHONE #: _____

I, _____, certify that I have received a City-provided Cell Phone and that I have read the City's policy governing its use. I understand that any violation of this policy can result in the disciplinary action as referenced in the Office of the Mayor's Administrative Policies and Procedures.

EMPLOYEE SIGNATURE

DATE

THE CITY'S CELL PHONE POLICY IS FOUND ON THE CITY'S WEBSITE IN THE "CITY GOVERNMENT" SECTION UNDER "OFFICE OF THE MAYOR/ADMINISTRATIVE POLICIES & PROCEDURES."