

Office of the District of Columbia Auditor

Cell Phone Guidelines for Advisory Neighborhood Commissions

The following guidelines presented are the minimum cell phone guidelines that should be established and followed by ANCs. Cell phones purchased by the ANC are the property of the District of Columbia government and should only be provided to Commissioners for their use in conducting **official** ANC and District government business.

1. ANCs should approve, at a public meeting, a policy for cellular phone issuance and use.
2. The ANC's cell phone policy should include (at a minimum) the following provisions that Commissioners:
 - Reimburse to the ANC all cell phone use charges that exceed the minute(s) allowance in the approved plans.
 - Reimburse the ANC Commission for the value of lost and/or damaged cell phones.
 - Immediately return the cell phones when the Commissioner's term expires.
 - Purchase, from the ANC at cost, the cell phone and any related equipment not returned when the Commissioner's term expires.
 - Review the cell phone policy and acknowledge in writing that compliance with the policy is a condition of using the cell phone, at the time the phone is provided.
3. The ANC's policy should include guidelines to promote safe and cost-effective cell phone use. Such guidelines should include the following points:
 - Know your limits. Be aware of the monthly minute limit in the approved rate plan and keep track of your use to avoid exceeding the limit.
 - Use landlines whenever possible.
 - Remember that incoming calls may count against the plan. Discourage callers who do not need to reach you for official ANC business from dialing your ANC issued cell phone.
 - Remember that cell-to-cell calls may count against the plan. When you use your cell phone to call another cell phone user, try his/her landline first.
 - Limit your calls to 411. Even when you stay within your plan limit, directory assistance calls may add to the monthly bill. Use a phone directory instead.
 - Handle property with care. Frequent dropping and excessive exposure to direct sunlight can damage cell phones. Take care to protect them from these hazards.
 - Avoid making cell calls while driving any vehicle. Using a cell phone without a hands free device is illegal in the District but can be hazardous to yourself and other drivers.
 - Report lost stolen or broken cell phone. Your ANC's plan may allow for repairs and/or replacements within a specific timeframe.
4. Cell phones should only be issued to ANC Commissioners of record. If required by a staff person, ensure that they are have reviewed and agreed to the ANCs policy.

5. To encourage cost savings, cell phones should be purchased from one or more of the District's approved cell phone vendors. Price or calling plans typically include a blanket call-minute allowance with a variety of discount thresholds. The Chair and Treasurer should present plans for approval by the Commission, with the goal of minimizing the Commissions cell phone costs.
6. The ANC Treasurer should audit, and collect reimbursement for over-plan use and loss of issued cell phones. Reimbursement should be in the form of money order or check. Audits and reimbursement collections should occur at regular intervals. Commissions should consider revoking cell phone privileges for Commissioners who are delinquent in meeting their reimbursement responsibilities.
7. The ANC Treasurer is responsible for ensuring that all cell phone bill payments; reimbursement from Commissioners to the ANC and complete copies of the cellular telephone bills are submitted with the Quarterly Report. A copy of the Cell Phone Contract should also be submitted upon obtaining the cell phone plan.
8. The Chair and Treasurer should annually review the use of ANC cell phones for the purposes of identifying limited or inactivity on cellular phones by Commissioners to identify if the cell phones are no longer needed or the cell phone needs can be met with less expensive rate plans.

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Electronic Device Guidelines for Advisory Neighborhood Commissions

The following guidelines presented are the minimum electronic device guidelines that should be established and followed by ANCs. Electronic devices purchased by the ANC are the property of the District of Columbia government and should only be provided to Commissioners for their use in conducting **official** ANC and District government business.

1. ANCs should approve, at a public meeting, a policy for electronic device issuance and use.
2. The ANC's electronic device policy should include (at a minimum) the following provisions that Commissioners:
 - Reimburse the ANC Commission for the value of lost and/or damaged electronic devices.
 - Immediately return the electronic device when the Commissioner's term expires.
 - Purchase from the ANC, at cost, the electronic device and any related equipment not returned when the Commissioner's term expires.
 - Review electronic device policy and acknowledge in writing that compliance with the policy is a condition of using the electronic device, at the time the phone is provided.
3. The ANC's policy should include guidelines to promote safe and cost-effective electronic device use. Such guidelines should include the following points:
 - Know your limits. Be aware of the monthly limit in the approved rate (data) plan and keep track of your use to avoid exceeding the limit.
 - Handle property with care. Frequent dropping and excessive exposure to direct sunlight can damage electronic device. Take care to protect them from these hazards.
 - Report lost stolen or broken electronic devices. Your ANC's plan may allow for repairs and/or replacements within a specific timeframe.
4. Electronic device should only be issued to ANC Commissioners of record. If required by a staff person, ensure that they have reviewed and agreed to the ANCs policy.
5. To encourage cost savings, electronic devices should be purchased from one or more of the District's approved electronic device vendors. Priced typically include a blanket discount thresholds.
6. The ANC Treasurer is responsible for ensuring that all electronic device bill payments are submitted with the Quarterly Report. A copy of the electronic device contract should also be submitted.
7. The Chair and Treasurer should annually review the use of electronic devices for the purposes of identifying limited or inactivity on electronic devices by Commissioners to identify if the electronic devices are no longer needed.