The Clinton Township Board of Trustees recognizes the use of cellular phones/mobile devices in today’s environment is necessary. The board believes that certain guidelines need to be implemented.

1) The use of township cellular phones should be restricted to official township use when possible. In the event a special situation arises employee discretion must be used.  
2) Department head that are issued a cellular phone/mobile device for the purpose emergency contact, must attempt to have this phone or device on their person at all times.  
3) The use of a cellular phone/ mobile device while operating a motor vehicle should be done in accordance of state and local laws. Otherwise measures must be taken not to create a distraction from the safe operation of a motor vehicle.  
4) If a township cellular phone or mobile device is lost, it should be report immediately to Township Manager.

Carl Reardon, Chairman ______________________________

Jane Cera, Vice Chairman ________________________________

John Coneglio, Trustee ________________________________

**Adopted the 7 day of December, 2016**

Attest: Deb Steele, FISCAL Officer ________________________________