



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

OAC-A-69-2019

OFFICE OF ACCOUNTS AND CONTROL

Usage of State-Issued Cellular Phones and Other State-Provided Communications Devices Policy

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1. Purpose

- a. This policy provides guidance on the use by State employees of State-issued cell phones, landlines or other portable communication devices, including the use of such devices for personal reasons.

2. Applicability

- a. Certain State employees may be provided with State-issued cellular phones, landline or other portable communications devices if, in the opinion of management, the business goals and purposes of the State will be furthered thereby. The following policies and procedures regulate employees' use of State-issued cellular phones and other communications devices by those employees.

3. Definitions

- a. **Wireless or cellular device:** Any device that requires LTE or cell phone voice or data minutes to function. This includes smartphones, flip or non-smart cell phones tablets and mobile computers including laptops and 2 in 1 laptop tablet hybrids and any other portable communication devices.
- b. **Landline:** Any phone or device that requires the use of a physical wire to place a call or transfer data.
- c. **Infrequent usage:** Devices that are used less than once a month for work related activities.

4. Procedures for Compliance

- a. Landline, mobile and wireless devices are provided for State business use only. These devices are for employees whose job performance requires or would be enhanced by their use. Employees with a justifiable wireless device assignment have duties with the following requirements:
 - (i.) Employees need to be available to respond 24 hours a day in emergency or routine scenarios.
 - (ii.) Employees have job duties that requires them to be away from the office and they retain the need for access to work calendars, emails, notes or phone contact to enhance or maintain productivity during the workday.
 - (iii.) When the safety of the individual or others may be at risk.

- (iv.) When possessing the device will improve job performance.
- (v.) Utilized the assigned device at least once a month.
- b. Employees who are provided with State-issued cellular phones or other portable communications devices are required to keep the units turned on, updated and the batteries charged. Employees must have such devices in their possession when on duty or on call.
- c. Employees must return any State-owned cellular phones or other portable communications devices at the request of their supervisors or when their employment is terminated.
- d. *State cellular phones and other portable communications devices are for State business use only and should not be used as a substitute for a personal cellular phone or other portable communications device; however, incidental and infrequent use for personal reasons is allowed if the use is:*
 - (i.) Infrequent, appropriate and short in duration
 - (ii.) Such that it does not involve added cost to the agency
 - (iii.) Such that it does not interfere with work
 - (iv.) In compliance with the DoIT Mobile Device Policy 10-04
- e. **Each State agency shall use a risk-based approach to verify that employees are in compliance with the terms of this policy. This approach shall include periodic review by agency management of carrier billings to ensure that only active and authorized staff are assigned State-issued cellular phones and other portable communications devices, and that cell phone, text and data usage is consistent with this policy. No device will be deactivated without the consent of agency leadership.**

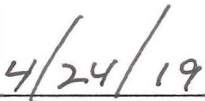
5. Repercussions for Noncompliance

- a. Any employee who violates this policy related to the personal use of State-issued cellular phones or other portable communications devices may be subject to the following actions:
 - (i.) Return of State-issued cellular phones and other portable communications devices.
 - (ii.) Reimbursement to the State for use of State-issued cellular phones and other portable communications devices.
 - (iii.) Corrective or disciplinary action.
- b. Repeated or continued violation of this policy may lead to other actions including termination of employment.

6. Signatures




Division Director



Date



Director of Administration



Date