



**DEPARTMENT OF CORRECTIONS
Institutions**



Title: Telecommunications	DOC Policy: 10.1.2
Supersedes: N/A	
Applicability: All functional units	
Directives Cross-Reference: None	

I. PURPOSE

To establish guidelines for appropriate use of state-owned cellular phones, telephones and fax machines.

II. DEFINITIONS

Telecommunications: Telephones, cellular telephones, telephone systems, fax machines and other voice communication systems.

III. POLICY

A. Telecommunications

1. The Department of Corrections shall have a telecommunications system that is compatible with the State of Oregon network configurations, responsive to agency needs and cost effective to acquire and maintain.
2. Functional unit managers are responsible for the effectiveness of telephone systems and cellular telephone instruments under their control, including monitoring usage to ensure compliance with this policy. Telecommunications costs will be budgeted by divisions based on equipment purchases or changes, relocations and usage.

B. Personal Telephone Calls

1. Use of department telephones for personal calls shall be kept to a minimum.
2. Personal long distance or cellular telephone calls shall not be charged to the state. Such calls shall be placed through the telephone company operator and charged to a home phone, completed by using a personal credit card, placed as a collect call, or made from a public pay phone. However, a long distance personal call to inform a family member of a change in schedule or an emergency may be charged to the state.
3. Staff shall adhere to the Department of Administrative Services policy 06 01 00 for personal telephone allowance while on overnight business travel status. Paragraph .132 of the policy states: "Telephone calls on the first day of overnight travel, personnel may be reimbursed for one personal telephone call. During extended overnight travel, personnel may

also be reimbursed for one personal telephone call for every two days of travel. Telephone calls should be kept to a minimum length of time. Usually 5 to 10 minutes.”

C. Fax Machines

Personal use of state owned fax machines is not authorized.

D. Cellular Telephones/Pagers

1. Each functional unit manager shall:
 - a. Identify positions or types of positions requiring cellular telephones/pagers.
 - b. Require supervisors to instruct employees on the appropriate use of cellular telephones/pagers.
 - c. Purchase or assign cellular telephones/pages as needed.
 - d. Review billings and verify business use of cellular phones.
 - e. Insure that all repairs or upgrades to cellular phones owned or leased by the department are authorized in advance by state contract release order.
2. Employees using department-issued cellular telephones must sign a Cellular Telephone Agreement form (Attachment A) and a Cellular Telephone Approval form (Attachment B) acknowledging they understand the restrictions and how the telephone may be used. Functional units which use cellular telephones on a check in/check out basis shall have all employees who use the telephones complete both forms.
 - a. The completed approval form shall be forwarded to the Central Accounting unit to facilitate proper billing and tracking of cellular telephones.
 - b. The completed Cellular Telephone Agreement form shall be forwarded to Personnel Records for inclusion in the employee's personnel file.
 - c. Functional unit managers shall maintain a copy of all completed forms.
3. Cellular telephones shall be used judiciously for state-related business. Cellular telephones may be used for emergency situations.
4. Employees should keep calls to a minimum—in both number and length. Land line telephones and telephone credit cards issued by the department should be used whenever possible. Alpha-pagers and numeric pagers should be used whenever possible to minimize use of cellular telephones.

5. Whenever possible, employees should avoid using hand-held cellular telephones while operating a vehicle.
6. A process for reviewing billings and verifying business use of cellular telephones shall be established within each division.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

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Cellular Telephone Approval Form

Criteria for Approving State-Issued Cellular Telephones

- Employee is assigned to work in remote areas or requires frequent travel
- Employee is on call
- Other - specify reason:

Assignment of State-Issue Cellular Telephones

Employee Name	Work Location
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Description of Assigned Equipment	Telephone Number(s)
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Permanent Assignment Effective Date: _____

Temporary Assignment Effective Date: _____ to _____

Approval

Signature of Assistant Director, Superintendent or Administrator	Date
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Forward completed form to the Central Accounting Unit. Retain copy for supervisor's records.

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Cellular Telephone Agreement Form

By signing this agreement, I acknowledge that I have read and understand the department policy on Telecommunications 10.1.2 regarding use of state-issued cellular telephones.

I am aware that this signed statement will be placed in my personnel file.

Employee Signature

Date

Supervisor Signature

Date

Forward completed form to Personnel Records. Retain copy for supervisor's records.