



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject

Use of State-owned Mobile Communication Devices

Section – Policy Number:

C: Property Management – 9.0

Supersedes:

I-C-9.0 (9/08)
I-C-9.0 (06/03)
I-C-9.0 (02/99)

Effective Date:

06/28/2010

Date of Last

Review/Revision:
None

Related Standards and References:

- [DAS 107-001-0015](#) (Internal Controls for the Management of Mobile Communication Devices)
- American Correctional Association; *Standards for Juvenile Correctional Facilities*; 3-JTS-3A-22 (Control of Contraband); 3-JTS-3A-24 (Tools and Equipment)
- OYA policy: [I-C-2.0](#) (Use of State-Owned Vehicles)
[II-A-1.0](#) (Facility Access)
[II-A-3.1](#) (Offender Transports)
- OYA form: [YA 8023](#) (State Mobile Communication Device Acquisition - User Agreement)

Related Procedures:

- None

Interpretation:

Business Services

Approved

Colette S. Peters, Director

I. PURPOSE:

This policy provides guidelines for OYA staff when requesting or using a state-owned Mobile Communication Device (MCD).

II. POLICY DEFINITIONS:

Mobile Communication Device (MCD): A text messaging device or wireless, two-way communication device designed to receive and transmit voice or text communication, including mobile Global Positioning Systems (GPS).

III. POLICY:

State-owned Mobile Communications Devices (MCD) may be used for state business when the use supports OYA business interests and is economically justified. Only those whose job functions require use of an MCD are issued MCDs and are authorized users for plan charges. OYA will only pay MCD plan charges for authorized users.

Failure to comply with any provision of this policy or standards contained within may result in disciplinary action, up to and including dismissal from state service.

IV. GENERAL STANDARDS:

- A. A central Business Services staff is designated as the OYA's Mobile Communication Plan Coordinator.
 - 1. The Mobile Communication Plan Coordinator -
 - a) is authorized to open, manage, and cancel authorized MCD accounts;
 - b) is authorized to and purchases all MCDs for OYA;
 - c) serves as the contact and liaison with Department of Administrative Services (DAS) and the vendor;
 - d) ensures that access services for lost or stolen MCDs are disconnected; and
 - e) maintains a list of all MCD access accounts and corresponding authorized users (staff names) and any special purpose accounts.
 - 2. Supervisors must request MCDs and services through the Mobile Communication Plan Coordinator.
- B. Supervisors will determine if a staff member needs to use a state MCD to perform job duties.
 - 1. Valid reasons to need a state MCD include –
 - a) Official duties require the staff be "on-call" away from workstations;
 - b) Official duties require extensive travel during the staff's normal assigned work time;
 - c) Official duties expose staff to off-worksite danger; or
 - d) Official duties require an emergency or time-critical response.
 - e) Cost of device is justified by the gain in operational efficiency.
 - 2. Worksite MCDs may be distributed by the worksite supervisor when deemed appropriate by that supervisor.

- C. Appropriate use of state-owned MCDs
1. When staff are designated as authorized users of a state-owned MCD, such use is intended for state-related business. However, limited incidental personal use is allowed as long as there is no or insignificant cost to the state.
 - a) OYA has the sole discretion to determine if a staff's use is personal or business.
 - b) Staff may be required to reimburse OYA for unauthorized personal use of an MCD.
 2. Staff must use conventional state telephones when available, rather than a state-owned MCD.
 3. Due to the non-secure airways used by MCDs, conversations and text messages will be limited to non-confidential matters when possible.
 4. Staff must carry an MCD when transporting offenders.
 5. Staff must carry an MCD when conducting offender home visits.
 6. Facility staff will not give state-owned MCD contact information to offenders.
 7. Staff must use a hands-free accessory when driving a vehicle while using an MCD.
 - a) Staff are advised to use extreme caution when using an MCD while driving a vehicle due to an increased potential for vehicle accidents while driving and using an MCD.

The preferred method to use an MCD while operating a vehicle is to park the vehicle in a safe place prior to using the MCD.
 - b) Any traffic violations or payment of fines imposed for violation of any applicable laws on MCD use is the staff person's personal responsibility.
- D. Refer to OYA policy II-A-1.0 (Facility Access) for guidelines on carrying MCDs into OYA facilities.
- E. Supervisors will ensure the staff they authorize to use state-owned MCDs understand acceptable use of the MCD, and the staff receive a copy of this policy prior to using state-owned MCDs.

1. OYA form YA 8023 (Mobile Communication Device Acquisition - User Agreement) will document the staff's acknowledgement and receipt of this policy.
2. Supervisors will keep a list of all assigned state-owned MCDs and the staff authorized to use such MCDs.

F. Review of state-owned MCD billing

1. Supervisors will review monthly MCD billings with users to ensure that the use complies with the standards of this policy.
2. Both the supervisor and user will initial the billing to note where communications were made for business purposes and any unauthorized personal uses.
3. The Mobile Communication Plan Coordinator will audit monthly billings to identify potential inappropriate use of the MCD and any billing errors.

When the billings cannot be reviewed electronically by the Mobile Communication Plan Coordinator, a copy must be mailed to the Coordinator.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO