



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject

Use of State-owned Cellular Phones

Section – Policy Number:

C: Property Management – 9.0

Supersedes:

I-C-9.0 (06/03)

I-C-9.0 (02/99)

Effective Date:

09/15/2008

Date of Last

Review/Revision:

None

Related Standards and References:

- [DAS 107-001-0015](#) (Internal Controls for the Management of Cellular-based Personal 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-3.1](#) (Offender Transports)
- OYA form: [YA 8023](#) (State Cellular Phone Acquisition - User Agreement)

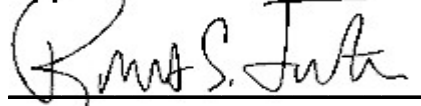
Related Procedures:

- None

Interpretation:

Business Services

Approved:



Robert S. Jester, Director

I. PURPOSE:

This policy provides guidelines for OYA staff when requesting or using a state-owned cellular phone.

II. POLICY DEFINITIONS:

None.

III. POLICY:

State-owned cellular phones 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 a cellular phone are issued cellular phones and are authorized users for plan charges. The OYA will only pay cellular phone 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 Cellular Communication Plan Coordinator.
 - 1. The Cellular Communication Plan Coordinator -
 - a) is authorized to open, manage, and cancel authorized cellular phone accounts;
 - b) is authorized to and purchases all cellular phones for OYA;
 - c) serves as the contact and liaison with Department of Administrative Services (DAS) and the vendor; and
 - e) ensures that access services for lost or stolen cellular phones are disconnected.
 - 2. Supervisors/managers must request cellular phones and services through the Cellular Communication Plan Coordinator.
- B. Supervisors/Managers will determine if a staff needs to use a state cellular phone in order to perform job duties.
 - 1. Valid reasons to need a state cellular phone 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;
 - d) Official duties require an emergency or time-critical response;
 - 2. Worksite cellular phones may be distributed by the worksite supervisor/manager when deemed appropriate by that supervisor/manager.
- C. Appropriate use of state-owned cellular phones
 - 1. When staff are designated as authorized users of a state-owned cellular phone, staff may use the cellular phone only for state business purposes. Limited exceptions are addressed in this policy.
 - 2. Staff must use conventional state telephones when available, rather than a state-owned cellular.

3. Due to the non-secure airways used by cellular phones, conversations will be limited to non-confidential matters when possible.
4. Staff must carry a cellular phone when transporting offenders.
5. Staff must carry a cellular phone when conducting offender home visits.
6. Facility staff will not give state-owned cellular phone numbers to offenders.
7. Staff are advised to use extreme caution when making or receiving calls while operating a vehicle due to an increased potential for vehicle accidents while driving and using a cellular phone.

The preferred method to use a cellular phone while operating a vehicle requires the driver to park the vehicle in a safe place prior to using the phone.

- D. For safety and security reasons, staff are prohibited from carrying cellular phones while within the secure perimeter of an OYA facility.

The facility superintendent/camp director may grant a written exception to this standard.

- E. Supervisors/managers will ensure the staff they authorize to use state-owned cellular phones understand acceptable use of the cellular phone, and the staff receive a copy of this policy prior to using state-owned cellular phones.

1. OYA form YA 8023 (State Cellular Phone Acquisition - User Agreement) will document the staff's acknowledgement and receipt of this policy.
2. Supervisors/managers will keep a list of all assigned state-owned cellular phones and the staff they have authorized to use such cellular phones.

- F. Personal use of state-owned cellular phones

1. Generally, staff are prohibited from using state-owned cellular phones for personal purposes. An exception may be warranted when all the following conditions apply.
 - a) A clearly urgent situation exists (an urgent situation is an unexpected emergency event);
 - b) No other telephone is available; and

- c) The call is related to the conduct of official business.
2. Such calls will be infrequent and brief in duration and reported to the appropriate supervisor/manager.
3. Examples
 - a) During state business travel, staff uses a cellular phone to call home because a last-minute work schedule change requires the staff to work past the normal end of shift and no other phone is available.

This **is** an appropriate personal use of a state-owned cellular phone because this situation meets all criteria noted above.

- b) A staff uses a state-owned cellular phone to alert family that he/she is stuck in traffic on the way home.

This is **not** an appropriate personal use because this situation is unrelated to the conduct of official business.

- c) A staff uses a state-owned cellular phone to respond to a family emergency that occurs during work hours.

This is **not** an appropriate personal use because this situation is unrelated to the conduct of official business.

G. Review of state-owned cellular phone billing

1. Supervisors/Managers will review monthly cellular phone billings with users to ensure that the use complies with the standards of this policy.
2. Both the supervisor/manager and user will initial the billing to note that all calls were made for business purposes and no unauthorized personal calls were made at state expense.
3. The Cellular Communication Plan Coordinator will audit monthly cellular billings to identify potential inappropriate use of the cellular phone, and billing errors.

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

V. **LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**