

Procedure Title:	Acquiring New or Replacing/Upgrading Wireless Communication Device		
Procedure Number:	DHS-020-006-01	Version:	2.0
Effective Date:	Upon Approval		

Signature on File in the Office of the Chief
Administrative Officer

August 14, 2009

Approved By: *Jeremy Emerson*

Date Approved

A wireless communication device (WCD) includes cell phones, personal digital assistants (PDA), (i.e. BlackBerries, TREOs, etc.) and air cards.

Procedure

Step	Responsible Party	Action
1.	Supervisor/Manager and Employee	<ul style="list-style-type: none"> Determine need for a new, replacement or upgraded WCD for employee Complete and submit WCD Order Form, per instructions on form <p>(Note: Some DHS divisions may require that WCD Order Forms be approved by their respective division's assistant director or other central office administrator prior to submission per form instructions.)</p>
2.	Office of Information Services (OIS)	<ul style="list-style-type: none"> For PDA, ensure server capacity for additional WCD.
3.	WCD Coordinator/Local Area WCD Coordinator	<ul style="list-style-type: none"> For cell phone, determine most appropriate service and plan, verify signature and order WCD. For PDA, receive WCD Order Form from OIS Asset Management unit.
4.	OIS	<ul style="list-style-type: none"> For PDA, notify WCD Coordinator/delegate when device has been received.
5.	WCD Coordinator/Local Area WCD Coordinator	<ul style="list-style-type: none"> Notify requesting manager device has been received per WCD order form. WCD will not be shipped directly to end user. Update DHS WCD inventory
6.	OIS	<ul style="list-style-type: none"> Add device to server. Activate device.

7.	DHS manager or designee	<ul style="list-style-type: none"> Review DAS and DHS WCD policies and procedures with employee. Record assignment of WCD on Employee Assigned Property Tracking Document (DHS 0050). If WCD is a replacement or upgrade, ensure old device is received from employee and returned to WCD Coordinator Notify WCD Coordinator/Local Area WCD if employee will be on extended leave or if there is a change in the position or manager of the employee.
8.	WCD Coordinator/Local Area WCD Coordinator or OIS Field Tech	Deliver WCD to employee and provide device training.
9.	Employee	Upon receipt of new WCD, set up voice mail per Wireless Communication Devices Policy DHS-020-006

Policy that applies:

[DAS 107-001-0015](#), Internal Controls for the Management of Cellular-based Personal Communications Devices

[DHS-020-006](#), Wireless Communication Devices

Form(s) that apply:

[DHS 0050](#), Employee Assigned Property Tracking Document

[DHS 1496](#), Wireless Communication Device Order Form

[DHS 2006](#), Request for Use of Personal WCD for State Business

Contact(s):

Name: DHS Office of Contracts and Procurement **Phone:** (503-945-5818);

GroupWise Address: Purchasing, DHS

Procedure History:

DHS-020-006-01 Version 2.0:

- 8/10/2009: Procedure moved from Facilities to Office of Contracts and Procurement. Updates made to all steps of procedures.

DHS-030-012-03 Version 1.0:

- 01/12/2005 - Initial Release