

## Administrative Services

## Policy Transmittal

**Authorized by:** Clyde Saiki, Chief Administrative Officer  
*Signature*

**PT Number:** AS-PT-03-005

**Date:** 10/24/2003

**Topic (that best applies):** **Facilities**

**Transmitting (check the box that best applies):**

New Policy     
  Policy Change     
  Policy Clarification  
 Administrative Rule     
  Manual Update     
  Other \_\_\_\_\_

**Applies to (check all that apply):**

All DHS employees     
  County Mental Health Directors  
 Area Agencies on Aging     
  Health Services  
 Children, Adults and Families     
  Seniors and People with Disabilities  
 County DD Program Managers     
  Other (please specify):

Policy Title:	State Property - Cellular Telephones		
Topic Area:	Facilities		
Policy Number(s):	AS-030-012	Release No:	1.0
Effective Date:	08/11/2003	Expiration:	N/A
References:			
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/fac/030_012.htm">http://www.dhs.state.or.us/policy/admin/fac/030_012.htm</a>		

**Discussion/Interpretation:** This new policy and accompanying procedures outline how to acquire cell phones, proper usage, management responsibilities and how to report lost or stolen cell phones. Some highlights include:

- All new, replacement or upgrades to cell phones will be handled by DHS Purchasing. State-issued cell phones are to be used for state business only - exceptions for personal use are outlined in the policy.
- Conducting State business on a cell phone is prohibited while operating a vehicle.
- Report lost or stolen phones immediately.
- The DHS Office of Information Services is responsible for establishing the standards, exceptions and approvals for using cellular phones with the capacity to connect to the DHS network through a desktop, wireless or Personal Digital Assistant (PDA) device.

**Implementation/Transition Instructions:** Please read [AS-030-012, State Property - Cellular Telephones](#) policy and follow steps outlined in [AS-030-012-01, Acquiring, Replacing or Upgrading Cellular Telephones](#) and [AS-030-012-02, Lost or Stolen Phones, Discontinue or Suspend Service](#) procedures.

**Training/Communication Plan:** No training required.

**Local/Branch Action Required:** Implement policy requirements.

**Central Office Action Required:** Review and update policy and procedures as necessary and respond to questions and inquiries.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:** Administrative Services Policy Review Team

**Filing Instructions:** None. DHS Administrative policies and procedures can be found on the DHS web site at: <http://www.dhs.state.or.us/policy/admin/index.htm>

*If you have any questions about this policy, contact:*

Contact(s):	Craig Scharer		
Phone:	503-945-6787	Fax:	
E-mail:	<a href="mailto:craig.scharer@state.or.us">craig.scharer@state.or.us</a>		