

Number: AS-PT-05-002

Issue Date: 07/12/2005

Authorized Signature _____

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 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/Rule Title:	State Property - Cellular Telephones		
Policy/Rule Number(s):	AS-030-012	Release No:	2.0
Effective Date:	01/01/2005	Expiration:	N/A
Web Address:	http://www.dhs.state.or.us/policy/admin/fac/030_012.htm		

Discussion/Interpretation: Provides guidance on: new criteria for obtaining, criteria for disconnecting, separate procedures for obtaining a new cell phone vs upgrading or replacing an existing phone, new agreement/acquisition form for employees and managers to sign. Also outlines when employee can be reimbursed for calls made on a personal cell phone as per Oregon Accounting Manual Policy.

Implementation/Transition Instructions: This policy revision does not currently require any specific implementation. DHS Facilities Office may develop a process to collect agreement forms from existing holders of DHS issued cell phones. Managers and staff will be notified when a process has been established.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. No training is necessary, just become familiar with the revised policy and related procedures.

Local/Branch Action Required: Employees should review the policy and follow outlined procedures to implement policy requirements. Employees who are currently

assigned cell phones should especially familiarize themselves with procedures for Lost or Stolen Cell Phones, Replacement or Upgrade of Cell Phones and International Call Exceptions procedures.

Central Office Action Required: Respond to questions or concerns, determine where new agreement/acquisition forms will be mailed or faxed and who will store them, review the policy and procedures annually and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: Reviewed by Facilities staff and DWSS Policy Team and DWSS Policy Reviewers.

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

Contact(s):	Craig Scharer		
Phone:	503-945-6787	Fax:	503-947-1171
E-mail:	craig.scharer@state.or.us		