

# YOUTH SERVICES POLICY

<b>Title:</b> Cell Phone/Smart Phone Usage <b>Next Annual Review Date:</b> 06/18/2017	<b>Type:</b> A. Administrative <b>Sub Type:</b> 5. Information Services <b>Number:</b> A.5.8
<b>Page 1 of 2</b>	
<b>References:</b> Division of Administration's Office of Information Technology Standards; YS Policy A.5.1 "Access to, Security of, and Use of Information Technology Resources and Mobile Devices"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 06/18/2014

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish formal procedures for approval, assignment and replacement of a State-issued cell phones and smart phones.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, and all employees who request or have a State issued Blackberry through YS.

**IV. DEFINITIONS:**

***Appointing Authority*** - The Deputy Secretary of Youth Services.

***Cell Phone/Smart Phone*** - A mobile device that can be used for retrieving emails, telephone service, and Internet access.

**V. POLICY:**

It is the policy of YS that staff follow the procedures herein when requesting a new or replacement cell phone/smart phone. Use of a State issued cell phone/smart phone must be for official business only.

**VI. PROCEDURES:**

- A. Requests for cell phone/smart phone device shall be submitted to the appointing authority/designee for approval. Approval shall be based on the need of the person making the request. If approved, the request shall be processed by the Office of Juvenile Justice (OJJ), Office of Management and Finance (OMF).
- B. Replacements/Repairs
  - 1. Replacement of a cell phone/smart phone may occur after three (3) years of the original issue date.
  - 2. Should a cell phone/smart phone needing repair show signs of physical abuse or damage not covered by warranty, the employee may be asked to pay for repair or replacement costs.
- C. Personal Calls
  - 1. Personal calls on a State issued cell phone/smart phone that cause the employee to exceed their monthly calling plan shall be reimbursed to the unit by the employee.
  - 2. All personal text messaging shall be reimbursed to the unit by the employee.
  - 3. The cell phone/smart phone bill statement shall be reviewed periodically by OJJ OMF staff. The "Cell Phone / Smart Phone Statement Verification" form [see Attachment A.5.8 (a)] will be mailed to the employee by OJJ/OMF for review, signature, and reimbursement if applicable, within five (5) working days of receipt.

**Previous Regulation/Policy Number:** A.5.8  
**Previous Effective Date:** 01/23/2013



**Attachments/References:** A.5.8 (a) Bill Statement Verification Form June 2014.docx