

# YOUTH SERVICES POLICY

<b>Title:</b> Cell Phone/Smart Phone Usage	<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 Technology Services Administrative Rules, Policies and Telecommunications Contracts; YS Policy A.5.1 "Access to, Security of, and Use of Information Technology Resources and Mobile/Cellular/Smartphone Devices"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>E. Dustin Bickham, JD, Interim Deputy Secretary</i>	<b>Date of Approval:</b> 08/10/2020

**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, Executive Management Advisor, General Counsel, Regional Directors, and all employees who request or have a State issued Smart Phone through YS.

**IV. DEFINITIONS:**

***Appointing Authority*** - The agency, department, board or commission, or the officers and employees thereof, authorized by statute or lawfully delegated authority to make appointments to positions in state service. For OJJ, the appointing authority is the Deputy Secretary.

**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:** 07/03/2019

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



## Cell Phone / Smart Phone Billing Statement Verification

**DATE:**

**TO:** YS Cell Phone / Smart Phone Users

**FROM:**

Attached is the monthly billing statement for the Cell Phone / Smart Phone assigned for your use. Please refer to YS Policy No. A.5.8 "Cell Phone / Smart Phone Usage", and verify that all monthly charges are in accordance with the provisions of the policy.

I, \_\_\_\_\_, have reviewed the monthly billing statement, and certify that the charges reflected are in accordance with the conditions outlined in YS Policy No. A.5.8.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OJJ / OMF

\_\_\_\_\_  
Date

Any costs associated with personal calls or other activities, such as text messaging, shall be reimbursed to the Office of Juvenile Justice. If paying by check, make payable to the Office of Juvenile Justice.

Return this signed verification, along with the attached invoice, within five (5) days in order for payment to be processed.