

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Aug 1, 2010

Policy Title: Cellular Phones

Effective Date: 1 August 2010

Summary: Provides policy on use of state owned cellular phones and similar data devices

Applicability: All users of DMVA provided cell phones

Staff Proponent: Resource Director

Supersedes: Cellular Phone Policy Effective 1 March 2009

Purpose: Provide rules for DMVA issued cellular phones and similar data devices..

Background: This policy is to help ensure that cell phone use is for legitimate DMVA business, serves a public purpose and that personal use is limited. While this policy is intended to deal with the issues of cell phone use, it is recognized that wide ranges of cellular-based devices are available; therefore the same tenants of this policy apply to other mobile data devices unless specifically stated.

Definitions: None

Policy: DMVA provided cellular phones are intended for routine conduct of business or for any emergency.

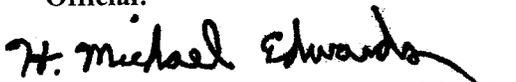
1. In order to qualify for a DMVA cell phone these basic requirements must be met and validated by the supervisor:
 - a. The nature of work assigned requires substantial travel and therefore limits the ability to use the office or other departmental phones.
 - b. Due to frequent and prolonged time out of the office, a cell phone is required to support Departmental operations.
 - c. The nature of the work assigned requires the individual to be reasonably available outside of normal office hours.
 - d. The nature of the work assigned is critical to the operation of the DMVA and immediate response is required.
2. DMVA purchased plans may include multimedia, text or data plans with supervisory approval. Cell phones with camera/video or audio will not be used for any non-business related purpose or in any inappropriate manner. Consent must be obtained from any individual being photographed.
3. To preclude employees from having to carry two cell phones, DMVA purchased cell phones may be used for incidental personal use. However, personal use, whether for outgoing or incoming calls, must be reimbursed for overage charges that would not have otherwise been accrued due to personal calls.

Bill Ritter, Jr.
Governor

Major General
H. Michael Edwards
The Adjutant General

4. The permitted incidental use of DMVA purchased cell phones does not negate the responsibility of the user to conduct themselves appropriately during business hours. All personal calls will be marked by the user regardless of whether reimbursement is required. The time, duration and frequency of personal calls during business hours may justify corrective and/or disciplinary action regardless of incurred expense.
5. **Procedures:**
 - a. Supervisors must request the phone for an employee using the attached forms.
 - b. Employees authorized a phone must sign for the phone and sign the attached agreement and must return the phone to DMVA Purchasing Office immediately upon request.
 - c. All bills for monthly service will be sent to and paid by DMVA Accounting, then forwarded to the individual user. The individual user will:
 - i. Mark all personal calls on the monthly bill.
 - ii. If the plan is for "use only" i.e. billed based on actual minutes used, then each personal call will be paid for pursuant to #3 above at the cost indicated on the bill.
 - iii. If the phone is on a "plan" (pay fixed sum for X minutes) reimbursement for personal calls is equivalent to the incurred overage.
 - d. All personal phone call expenses will be paid with a personal check made out to the "Department of Military and Veterans Affairs" attached to the bill and after approval of the supervisor, forwarded to DMVA Accounting.
6. Abuse of the business cell phone policy may result in the following disciplinary actions:
 - a. Payment of determined personal calls by employee
 - b. State owned phone privilege taken from employee
 - c. Employee corrective and/or disciplinary action

Official:


H. Michael Edwards, Maj Gen COANG
The Adjutant General

Distribution: All State Employees
Federal Supervisors

DMVA Cell Phone Request

I request that a DMVA Cellular phone be issued to_____.

I hereby certify that one or more of the following apply.

1. The nature of work assigned requires substantial travel and therefore limits the ability to use the office or other departmental phones.
2. Due to frequent and prolonged time out of the office, a cell phone is required to support Departmental operations.
3. The nature of the work assigned requires the individual to be reasonably available outside of normal office hours.
4. The nature of the work assigned is critical to the operation of the DMVA and immediate response is required.

I understand that the bill for this phone will be paid by DMVA and charged to my account. I further understand that each month, a copy of the bill will be sent to the employee to verify and pay for any incidental personal use. I understand that reconciliation and payment (if any) must be made within 10 days.

I estimate that the total monthly minutes of use will be _____ and therefore request a plan that will include that number of minutes. I understand that I can adjust the plan minutes by contacting DMVA Procurement.

I estimate that the user will/will not need a data plan. I expect that the user will need _____ per month/unlimited data.

Supervisor

Date

State of Colorado

Department of Military and Veterans Affairs

Cellular Phone Request Form

Date				
Requestor Name	Employee Name			
Type of Service (AT &T or Nextel/Sprint): Cellular Phone _____ Direct Connect _____	Please Check One: New Service: _____ Upgrade/Replace: _____ Discontinue: _____ Current Number: _____			
Funding Source:				
Fund	ORG	APPR	PGRM	GBL
Description of Product and Accessories:				
Supervisor's Signature		Date	Budget Signature	

**Please submit completed requests to DMVA Purchasing.

DMVA Cell Phone Agreement

By signing below I understand and agree to all the conditions of issuance of a State Cell Phone.

I understand this phone is to be used for State business and that although personal phone calls are allowed, I will be charged for any overages that occur due to personal use.

I understand and agree that I will not use the DMVA Cell Phone in an unsafe manner while operating a motor vehicle or other equipment provided by DMVA. I will also apply the same required safety considerations of using a DMVA Cell Phone while operating a State vehicle while using my personal vehicle.

I understand and agree that if I lose the cell phone I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by the Deputy Director.

I will make reimbursement to DMVA for all chargeable personal calls within 10 days of receipt of the itemized billing statement and reconciliation of the same. Cell phone billings are subject to audits by the State as well as other entities. I also acknowledge that cell phone bills and other documents are public records.

I understand that I must turn in my reconciled monthly cell phone bill with a check for personal use (if any) to my supervisor within 10 days of receipt.

I understand that I must annotate all personal phone calls on my bill.

I understand that I must return the phone to the DMVA Purchasing Office immediately upon request or termination of my employment with the Department.

I understand and agree that in the event I do not adhere to any part of this agreement I may be subject to termination of access to the State cell phone and/or other corrective or disciplinary action outlined in the DMVA cell phone policy.

Agreed to this _____ day of _____, 200_ by:

Employee

For use by the Department of Military and Veterans Affairs:

Cell phone Issued: _____

Date: _____

By: _____

Department of Military and Veterans Affairs