



STATE OF CONNECTICUT
 Department of Mental Health & Addiction Services



Commissioner's Policy Statement and Implementing Procedures

SUBJECT:	Cellular Device Use for DMHAS Employees (State Issued)
P & P NUMBER:	Chapter 5.1
APPROVED:	Patricia Rehmer, Commissioner <i>PR</i> Date: March 15, 2014
EFFECTIVE DATE:	March 15, 2014
REVISED:	
REFERENCES:	BEST Telecommunications Policy; DMHAS Work Rules
FORMS AND ATTACHMENTS:	DAS/BEST IT Policy Resource Page

STATEMENT OF PURPOSE: To provide procedures for use of Cellular Devices by The Department of Mental Health and Addiction Services Employees.

POLICY: It is the policy of the Department of Mental Health and Addiction Services (DMHAS) that all Cellular and other Mobile Telecommunications devices assigned to the DMHAS employees are to be used solely to perform the DMHAS duties. For purposes of this policy, a cellular device shall include: cell phone, blackberry, walkie-talkie, calling card, air card, beeper, or other electronic Mobile Telecommunications device.

Personal use of the state cellular devices must be severely limited and is allowed only at the sole discretion of the DMHAS. Non work related use is not permitted, with the following exceptions: personal use of a state cellular device for emergency personal business and authorized by the employee's supervisor will be acceptable. Unauthorized use of cellular devices for personal business shall subject the employee to appropriate disciplinary action.

The "411" information number may not be used with a state assigned cellular device. Work related texting will be allowed on a limited basis if approved by the employee's supervisor. No text messages may contain PHI (Patient Health Information), client PHI (Personally Identifiable Information) or C /RSD (STATE OF CT confidential or restricted STATE OF CT data as they are completely "CLEAR TEXT" and easily intercepted). A right to privacy regarding use of the State assigned cellular devices should not be assumed. Device bills, activity and Text or other similar messaging are subject to Freedom of Information (FOI) inquiries and to audit. The state assigned cellular device shall not be used if a regular landline telephone or State approved network connection is accessible and safe to use. Cellular devices should not be used while driving.

The Bureau of Enterprise Systems Technology (BEST) Telecommunications Policy is applicable for the use of state assigned cellular devices and requires the department certify the accurateness of any charges incurred. Those charges are certified by the DMHAS.

PROCEDURE:

1. For an employee to obtain a cellular device a justification from a supervisor and approval by the facility Chief Financial Officer (CFO), Chief Executive Officer (CEO) and the DMHAS Chief Fiscal and Administrative Officer (CFAO) is required. Each employee and their supervisor must sign a Cellular Device Receipt Form for the cellular device acknowledging receipt of and responsibility for the device and its use.
2. The approved Purchase Requisition and Justification is forwarded to Office of the Commissioner (OOC) Budget for review/approval by the DMHAS CFO. If approved, the DMHAS CFO sends an email to the BEST facility. At this point a Telecommunication Service request (TSR) is entered by the applicable DMHAS facility. Appropriate information is logged on a Master Cellular Device Tracking log and TSR tracking log by the applicable facility. The applicable facility Business Office receives and distributes all cellular devices to employees. A cellular device receipt form must be signed by employee and supervisor and kept on file at the applicable facility Business Office.
3. Return of the cellular device is as follows:
When an employee transfers within the DMHAS or an employee terminates with the DMHAS, the cellular device and accessories must be returned to their Supervisor. For employees on extended leaves of absence (sick leave, maternity or other) the supervisor must notify the facility to suspend or terminate the cellular device. The cellular device and accessories must be returned to their Supervisor unless other arrangements have been made. This action must be recorded in writing and a copy of said record sent to the facility representative in charge of cellular accounts. The Supervisor must notify the facility Business Office once the employee has returned to work in order to reactivate the cellular device.
4. Individual cellular device invoices must be sent to staff for review on a monthly basis. Each invoice must be signed by the employee and the supervisor and returned within 15 work days of receipt by the employee. If an employee has made a personal call and authorized by his/her supervisor, a check made payable to "Treasurer, State of Connecticut" for reimbursement should be included. Reimbursements will be tracked and deposited to the Treasury bank account under the DMHAS facility ID. The amount of reimbursement for personal use should be the dollar amount listed for each personal call made.
5. If individual cellular device billing reports are not returned and/or personal calls remain unpaid, or if there are personal calls made on multiple invoices, the DMHAS may, at its discretion, suspend or terminate the cellular device, retrieve the device, and/or initiate disciplinary action per the DMHAS work rule #6.
6. If a cellular device is lost, misplaced, or stolen, the employee must notify his/her supervisor and the applicable facility business office immediately for suspension or cancellation. During off hours the employee should immediately call Sprint at 1-800-390-7545 to suspend the service on the missing cellular device. The DMHAS may request reimbursement from the employee for the replacement cost of the device. If a cellular device is lost, the employee may forfeit the right to have a cellular device. A CO-853, Report of Loss or Damage To State Owned Real and Personal Property and a MCSD, Mobile Computing Storage Device form must be filled out.