

Chapter 2: Administrative

Contact: Administrative Accounting Manager

Effective:

Reference: RCW 42.52.160(1)
HCA Procedure 2-01-06, 2-01-07

Issued:

Revised:

Forms Used:

Approved
by:

Administrator

Acquiring, Checking Out, Controlling, and Using Cellular Phones

PURPOSE

To establish an agency-wide policy for the acquisition, check out, control, and use of cellular phones.

POLICY

ACQUISITION

- 1. The request for a state owned cellular phone and/or business line to a personal phone must be made in writing and approved by the head of the division in advance of the actual acquisition.**
 - a. A copy of the request shall be sent to Administrative Services and Administrative Accounting.
- 2. No state employee may install personal service on their state cellular phone (RCW 42.52.160[1]).**
- 3. An overriding business need must exist for a cellular phone or a business line.**
 - a. Issues addressed in determining whether such a need exists shall include, but not be limited to:
 - Public perception
 - Efficiency in accomplishing day-to-day activities
 - Safety
 - Other communication alternatives
- 4. When adding a business line, the basic line charge for a personal cellular phone shall not be charged to the agency.**
- 5. The State's Master Agreement must be used to acquire a state owned cellular phone.**
 - a. The State Master Agreement shall not be used to obtain cellular equipment or services for personal use.
 - b. Agencies and employees are not prohibited from accepting group discounts rates for purchasing and using cellular phones offered separately from the state master agreement.

APPROVED
Executive Ethics Board

Date: 4/6/03

CHECK OUT

1. Cellular phones may be checked out on an as-needed basis by the Administrative Services receptionist according to Administrative Procedure 2-01-06.

CONTROL

1. A master record of cellular phone equipment and lines will be maintained by Administrative Accounting.
2. Each division/program will maintain a log of all equipment/lines for cellular phones/lines assigned to them.
3. Employees are to personally review and approve all cellular phone bills for appropriate use and billing charges.

USE

1. Cellular phones should not be used when a less costly alternative is safe, convenient and readily available.
 - a. The agency reserves the right to monitor and audit the use of all state-owned cellular phones for compliance.
2. Discretion should be used in discussing confidential or sensitive information on cellular phones.
 - a. It is important to remember that cellular transmissions are not secure.
3. State-owned cellular phones are to be used to conduct agency business only, including incoming and outgoing calls.
 - a. No phone calls will be made on state cellular phone lines that are of a personal nature.
 - b. Notifying family members of changes in travel plans and emergency situations are not considered personal use. However, these type of calls shall be brief in duration and infrequent.
4. Employees are responsible for safeguarding all state-owned equipment from theft, loss or damage.
5. Employees separating from service with the agency shall return all personally assigned property to his or her immediate supervisor according to HCA procedure 2-01-07.
 - a. Business lines added to personal cellular phone are to be cancelled immediately upon separation by the employee or employee's supervisor.

APPROVED
Executive Ethics Board

Date: 6/6/03