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GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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DIRECTOR

Cellular Phone and Mobile Data Device Policy
Policy Number: GEN-0003

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Approval:


Mark A. Cooper, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to utilize cellular phone (blackberry, iPhone, etc.) and mobile data (iPad) devices in the most cost efficient and effective way to carry out its mission, and that this policy shall be applied and enforced in a fair and consistent manner and in accordance with the following instructions and procedures.

II. PURPOSE:

To establish guidelines for determining the need for and authorized use of cellular phone and mobile data devices for authorized GOHSEP employees.

III. APPLICABILITY:

This policy applies to all the GOHSEP employees.

IV. AUTHORIZED EMPLOYEES:

A. The following GOHSEP employees are authorized a cellular phone device and may select from one of the options as listed below.

- a) Director
- b) Chief of Staff
- c) Deputy Director
- d) Assistant Deputy Directors
- e) Section Chiefs

B. Mobile Data devices will be authorized only at the discretion of the Director.

V. EXCEPTIONS FOR NON AUTHORIZED EMPLOYEES:

A. Certain employees, due to unique job requirements, may require a cellular phone and/or mobile data device. Section Chiefs may request an exception to this policy for non- authorized personnel as listed above by submitting a detailed justification for voice and/or data capabilities. Any request for exception for a cellular phone device to this policy must be approved by both the Deputy Director and Chief of Staff.

- GOHSEP Employees Eligible for Exception to this Policy:
 - Field employees with limited office access
 - Crisis Action Team
 - Personnel on 24 hour call

VI. PROCEDURES:

A. The GOHSEP offers three types of cellular phone device service to its authorized employees.

Option 1: The GOHSEP will provide a monthly cellular phone device allowance of \$65.00 to compensate for work related use of a personally owned cellular phone device for an authorized employee.

No additional reimbursement of any charges other than this allowance will be paid to the employee.

Employees must maintain their personnel cellular phone device service at all times and notify their immediate supervisor within 48 hours if service is disconnected. The supervisor will immediately notify the Human Resource Office to adjust the employee's payroll deduction.

The allowance will be spread over the employees twenty-six pay periods at the rate of \$30.00 per pay period, and will appear on the employees' remuneration statements as earned income. IRS

regulations require that this allowance be reported as income on an employee's W-2, and taxes and retirement will be withheld.

It is possible that budgetary constraints at some point in the future could prevent continued implementation of Option 1. In this event, the appointing authority may either eliminate or decrease the monthly allowance to some lesser amount.

Employees are required to sign the Cellular Phone Device Policy Acknowledgement and Certification Form.

Option 2: The GOHSEP will issue an agency owned cellular phone device with voice and/or data service to employees as authorized.

Option 3: Employees with an occasional need for a cellular phone device will be provided utilization of a GOHSEP pool phone. Employees with the approval of their Section Chief will be required to sign the cellular phone device out upon receipt and in upon return.

B. The GOHSEP offers one type of data mobile device service to its authorized employees.

Option 1: The GOHSEP will provide a monthly mobile data phone device allowance of \$26.00 to compensate for work related use of a personally or agency owned mobile data device for an authorized employee.

No additional reimbursement of any charges other than this allowance will be paid to the employee.

The allowance will be spread over the employees twenty-six pay periods at the rate of \$12.00 per pay period, and will appear on the employees' remuneration statements as earned income. IRS regulations require that this allowance be reported as income on an employee's W-2, and taxes and retirement will be withheld.

It is possible that budgetary constraints at some point in the future could prevent continued implementation of Option 1. In this event, the appointing authority may either eliminate or decrease the monthly allowance to some lesser amount.

Employees are required to sign the Cellular Phone/Mobile Data Device Policy Acknowledgement and Certification Form.

C. The following procedures shall govern all GOHSEP issued cellular phone/mobile data devices.

1. Cellular phone and mobile data devices are the property of the GOHSEP and are for **Official Use Only**.
2. Personal use of GOHSEP issued cellular phone and mobile data devices is discouraged.
3. All cellular phone and mobile data devices are to be locked with password protection, to protect sensitive information.
4. International calls are limited to emergency use only.
5. Employees should not operate any motor vehicle upon any public road or highway of this state, or any other state while using an GOHSEP issued cellular phone or mobile data device except as provided in subsection B of R.S. 32:300.5, as stated below:
 - a) Any law enforcement officer, firefighter, or operator of an authorized emergency vehicle while engaged in the actual performance of his official duties.
 - b) An operator of a moving motor vehicle using a wireless telecommunications device to:
 1. Report illegal activity.
 2. Summon medical or other emergency help.
 3. Prevent injury to a person or property.
 4. Relay information between a transit or for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle.
 5. Navigate using a global positioning system.
 - c) A physician or other health care provider using a wireless telecommunications device to communicate with a hospital, health clinic or the office of the physician, or to otherwise provide for the health care of an individual or medical emergency through a text-based communication."
6. Text messaging, Multimedia Messaging, Tethering, and other add-ons are not a part of the standard GOHSEP cellular phone device package.
7. Directory Assistance is not a part of the GOHSEP cellular phone device plan, and therefore should not be used unless it is an emergency.

D. Voice and Data Packages for GOHSEP issued Cellular Phone and Mobile Data Devices

1. Basic voice package includes: 300 anytime minutes, 5000 minutes nights and weekends, anytime minutes rollover, call forwarding, call waiting, caller ID, three way calling and unlimited mobile to mobile calling.
2. Basic data package includes: unlimited email (GOHSEP email address) and PIN (blackberries only).

3. The basic data package for mobile data devices includes: unlimited email (GOHSEP email address) and 2GBs of data per month.

E. Cellular Phone Billing Review for GOHSEP issued Cellular Phone Devices:

GOHSEP issued monthly cellular phone and mobile data device bills will be reviewed by the Communications Section to determine if a pattern of misuse is taking place. If a problem is found, the Communications Section will contact the appropriate Section Chief of the employee for further action.

F. Damaged, Lost or Misuse of GOHSEP issued Cellular Phone/ Mobile Data Device

1. GOHSEP is not responsible for damages incurred due to unauthorized and/or negligent use. If replacement is necessary due to unauthorized and/or negligent use, the employee will reimburse GOHSEP for the full cost of replacement.
2. Misuse of cellular phone or mobile data devices as defined in this policy will result in termination of the service for the individual with the device returned to the GOHSEP within 48 hours. As a result of misuse, any charges that are incurred by the GOHSEP will be reimbursed by the employee.
3. Upon the monthly bill review conducted by the Communications Section, employees will be required to reimburse GOHSEP for any unauthorized charges assessed to the GOHSEP, including personal calls.

II. VIOLATIONS:

Any violation of this policy may result in disciplinary action up to and including termination.

III. QUESTIONS:

Specific questions from employees regarding their level of cellular phone or mobile data service should be addressed to the Section Chief. If changes to the account are deemed necessary, the Section Chief must submit justification and obtain approval using the *Request for Cellular Phone/Mobile Data Device Form*.

Technical device operation questions during normal business hours (Monday – Friday 7:30 A.M. – 4:00 P.M.) will be handled by the Communications Section at 225-925-7500.

Technical device operation questions after normal business hours will be handled by the Office of Telecommunication (OTM). OTM can be reached at 225-342-5050 or otmwireless@la.gov .

**Cellular Phone Device Policy, GEN-0003
Acknowledgement and Certification Form**

I, _____ understand that in accordance with the Governor's Office of Homeland Security and Emergency Preparedness, *Cellular Phone Device Policy, GEN-0003* that I will receive a monthly allowance of \$65.00 to be used to provide cellular phone service that is needed in conjunction with the performance of my job duties. This will be the only reimbursement for cellular phone device expenses I receive.

I acknowledge that I have been told that I must maintain cellular phone device service at all times in order to receive reimbursement, and my failure to do so will subject me to disciplinary action.

I also acknowledge that this allowance will be reported as income on my W-2.

Employee Signature Date Employee Personnel No.

Supervisor Signature Date

Deputy Director Signature Date

Director/Designee Signature Date

Please forward this completed for to the Human Resource Office

If applicable, Cellular Phone Deactivation Process
Completed by the Communications Section: _____
Signature

Date