

DFA Wireless Communications Policy and Procedures

The establishment of this policy and procedures sets the standards for the usage of wireless communications devices by the employees of the Department of Finance and Administration (DFA).

I. Scope of Policy

Wireless communications devices are defined as cellular telephones, pagers, or personal digital assistant devices with wireless communications capabilities. These devices, like other purchased or leased DFA property, shall only be used for official state business. Employees are hereby notified that DFA will enforce this policy through a variety of methods and may monitor use of wireless communications devices to assure compliance.

II. Policy and Procedures

- Before a wireless communication device is provided to a DFA employee:
 1. The **DFA Request for Approval of Wireless Device/Service** form must be completed by the DFA Office Director requesting the device/service for the using individual.
 2. This form must be approved by the DFA Executive Director or his designee.
 3. The original of the approved form will be maintained for the Executive Director in the individual employee's personnel file in the Office of Human Resources.
 4. A copy of the approved form must be attached to the Purchase Request and the IT Acquisitions form when sent to the Office of Budget and Accounting for initiating the purchase order for the device and/or service.
- No employee may have more than one wireless communication device assigned to them and paid for by DFA.
- Multiple employees in a work group may share a device according to the needs of the group. All members of the group must sign a copy of this policy and are all subject to its terms.
- Use of a DFA-provided wireless communication device for personal business will result in appropriate disciplinary action and the loss of the use of the device.
- DFA shall not reimburse employees for any business related charges incurred on personal wireless communication devices.
- Employees should be aware that cellular telephone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.
- Each employee is responsible for working with their supervisor to determine the most cost-effective communication device and/or service for a given role. Each employee individually assigned a device or sharing a device is responsible for knowing the details of the device's wireless communication device service plan, including unit costs and any monthly service caps.
- Cellular Telephone / Cellular Personal Digital Assistant Plans and Billing Review:
 1. Employees acknowledge that cellular telephone calling plans are selected based on the number of minutes required for the employee to conduct state business. Package minute plans are not to be construed as free minutes and are not provided for personal use.
 2. Detailed call billing must be provided for all DFA cellular telephone accounts, and all billings are considered public records subject to disclosure under the Mississippi Public Records Act.
 3. Each employee is responsible for verifying the employee's cellular telephone billing details monthly and indicating by signature that the billing is correct, that all calls were work-related, and that the calling plan is still appropriate to the employee's business needs.
- Any DFA employee assigned a wireless communication device must indicate their concurrence with this Wireless Communications Policy and Procedures by signing below. The signed copy of this policy shall be maintained in the employee's personnel file.

Check assigned device:

Individual Device: ___ Pager ___ Cellular Telephone ___ Cellular Personal Digital Assistant

Group Device: ___ Pager ___ Cellular Telephone ___ Cellular Personal Digital Assistant

Employee Signature

Date