

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 17-17</p>	<p align="center">Policy #: 6.3</p>
<p>Applicability {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: O.C.G.A. § 50-5-55 Office of Planning and Budget Memorandum No. 4 (Rev. 7), 10/1/98, "Rules, Regulations and Procedures Governing the Use and Control of Telecommunications Equipment" State of Georgia <i>Statewide Travel Regulations</i> DJJ 2.1, 3.10</p>	
<p>Chapter 6: INFORMATION TECHNOLOGY</p>	<p>Effective Date: 12/28/17</p>	
<p>Subject: WIRELESS COMMUNICATION DEVICES</p>	<p>Scheduled Review Date: 12/28/18 Replaces: 10/20/14</p>	
<p>Attachments: None</p>	<p>Administrative Services Division</p> <p>APPROVED:  Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall assign wireless communication devices based on job-related needs, available funds, and criteria as follows in this policy. Wireless devices shall not be shared or reassigned without being re-provisioned within the provider.

II. DEFINITIONS:

Wireless Communication Device: Any electronic device including, but not limited to, cellular, Blackberry, and smart phones, wireless data connections, mobile hotspots, Zipits, and two-way radios. This also includes tablets and I-Pads with built-in connections. Computers with wireless cards or MIFI\hotspots are not included as their connection enabling devices are included above.

III. PROCEDURES:

- A. Only the Commissioner, an Assistant Commissioner, a Deputy Commissioner (DC), Assistant Deputy Commissioner, or Division Head may authorize the assignment of any wireless communication devices.
- B. Criteria to be used in determining the assignment of wireless communication devices include:
 - 1. The staff member is frequently away from "landline" telephones and is required to communicate with business partners, other staff, or clients while out of office.
 - 2. The staff member is required to communicate 24 hours per day, 7 days per week with facility or intake staff.

Chapter	Subject	Policy #	Page
INFORMATION TECHNOLOGY	WIRELESS COMMUNICATION DEVICES	6.3	2 of 4

3. Communication needs cannot be met with other available alternatives, such as landline telephone, two-way radio, etc.
 4. Staff in situations where no other communication tools are available.
 5. Staff whose primary work location is a home office.
- C. Staff will make requests for assignment of wireless communication devices by submitting the online IT Request Form with supporting justification. The request will be sent to the appropriate Deputy Commissioner or Division Head for approval.
1. When OTIS receives the request with the approval of the appropriate approving authority it will be forwarded to the IT Director or designee for review and final approval.
- D. General Use of a Wireless Communication Device:
1. Assigned wireless communication devices are for official business use and are governed by state guidelines and by DJJ 3.10, Standards of Conduct and Ethics, and any other applicable DJJ Information Technology policies (Chapter 6).
 2. While incidental personal use is reasonable in order to prevent the employee from carrying two devices, this use should not result in additional charges to DJJ. If a personal emergency arises that requires the extended or extensive use of the wireless communication device(s) that results in additional charges, the employee must notify his/her supervisor and reimburse DJJ for those additional charges.
 3. If a manager identifies any charges for non-reimbursed personal usage that have not been reported by the affected employee, DJJ will collect the cost of such usage from the employee and take any appropriate disciplinary action.
 4. Communication technology will not be used to:
 - a) Conduct private or personal conversations related to for-profit activities;
 - b) Conduct any illegal activities;
 - c) Conduct any activity or solicit for political or religious causes;
 - d) Attempt to subvert the security of any state or other network or network resources; or
 - e) Attempt to harass, libel, or defame any person.

Chapter	Subject	Policy #	Page
INFORMATION TECHNOLOGY	WIRELESS COMMUNICATION DEVICES	6.3	3 of 4

5. Employees will not use another employee's wireless communication device unless explicitly authorized to do so.
 6. Employees must password-protect all wireless communication devices.
 7. Employees will contain operation costs associated with the use of a wireless communication device by using landline telephones when readily available and making long distance calls via the least expensive mode. Generally, DJJ prohibits the use of charge-based directory assistance except in emergencies.
 8. OTIS will provide text messaging with proper justification and funding as approved by the IT Director or designee.
 9. The OTIS Telecommunications Team will monitor wireless communication usage and report as required to appropriate DC or Division Head. OTIS will forward suspected unusual usage to the supervising manager for review.
 10. An employee using a DJJ-issued wireless communication device has no right to privacy or expectation of privacy. To the maximum extent permissible by law, DJJ may monitor, investigate, retrieve and read any communication or data composed, transmitted or received through a DJJ-issued wireless communications device without notice to that employee. Those monitoring wireless communications devices shall be allowed to do so only with specific need and approval of the Commissioner or an Assistant Commissioner or Deputy Commissioner. Wholesale monitoring is not allowed under any circumstances. Federal Communications Commission (FCC) compliance must be followed at all times.
 11. Inappropriate use of a wireless communication device may subject an employee to disciplinary action up to and including termination.
 12. OTIS may discontinue the assignment of a wireless communication device at any time, without notice.
- D. Employees must adhere to all federal, state and local laws and regulations regarding the use of a wireless communication device.
- E. Procurement and Inventory:
1. As authorized by the Commissioner, only the Deputy Commissioner of Administrative Services and the OTIS IT Director may acquire new wireless communications and establish contracts for wireless devices. Established state purchase and procurement policies and regulations (O.C.G.A. § 50-5-55) will be followed.

Chapter	Subject	Policy #	Page
INFORMATION TECHNOLOGY	WIRELESS COMMUNICATION DEVICES	6.3	4 of 4

2. OTIS will maintain an inventory of all wireless communication devices that lists each individual device, the name of the service provider for the device, and the employee to whom the device is assigned.
3. The inventory will be kept current and made available for inspection by the Department of Audits, the Governor’s Office of Planning and Budget, and the Georgia Technology Authority.
4. When an employee issued a wireless communication device ceases to be employed by DJJ, the employee’s supervisor is responsible for retrieving all equipment and returning the equipment to OTIS.
5. Reimbursement of work-related personal wireless communication device expenses will be considered only if all Statewide Travel Regulations are met.
6. No wireless resource shall be reassigned without specific approval of the IT Director or designee. All wireless resources not in use shall be turned in to eliminate wasted service charges while the devices are not in use.

IV. LOCAL IMPLEMENTING PROCEDURES REQUIRED: NO