



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 1.3.51	Subject: <b>CELLULAR TELEPHONE USAGE</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3 and Attachments
Section 3: Human Resources	Effective Date: August 1, 2000
Signature: /s/ Reginald D. Michael	Revised: 03/27/18

**I. POLICY**

Department of Corrections employees will follow guidelines for the appropriate use of mobile devices to protect and secure the safety of employees, offenders, and the public. The Department will obtain cellular telephone service for duly authorized personnel as an additional or alternate means of communication for business purposes.

**II. APPLICABILITY**

All Department divisions, facilities and programs.

**III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Cellular Manager – The individual within the Department assigned to manage the issuance of cellular telephones and the efficient use of minutes and cellular plans.

Data Device – A combination cellular telephone and wireless digital assistant that connects to the State Information Technology network and allows the end users to remotely access their Outlook email, tasks, address books, and calendars in addition to cellular service.

Data Service – Any use of Internet, email, MMS (multimedia message service), VOIP (Voice over Internet Protocol), or SMS (Short Message service).

Mobile Device – Includes a laptop computer, tablet computer, cellphone, smartphone, or any device that performs similar functions.

Mobile Device Management - Mobile device configured so that the Enterprise Security Configuration (ESC) controls the security of the device such as password resets, timeouts, encryption, Bluetooth, etc. It allows the ITSD Infrastructure Administrators to erase information and all removable media in the event the device is lost or stolen.

**IV. DEPARTMENT DIRECTIVES**

**A. General Use Requirements**

1. All department employees, representatives of other state agencies, contractors, vendors, or other individuals who enter secure facilities must receive approval from the facility administrator prior to entering a secure facility with a mobile device. All devices entering a facility must be password protected. Loss of any device while at a secure

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facility must be immediately reported to security staff. All mobile devices entering a facility will be documented by entrance staff.

2. Use of cellular telephones and data devices when operating a vehicle while on state business will be restricted in accordance with *ARM 2.6.210*, “(1) State employees shall drive in a careful and prudent manner so as not to unduly or unreasonably endanger the life, limb, property, or rights of a person entitled to use a street or highway. (2) State employees are strongly encouraged not to use handheld cell phones or other handheld electronic communications devices or objects while operating state vehicles or personal vehicles on state business. Exceptions to this rule are law enforcement and emergency response personnel.”
3. Users are required to use the State’s Mobile Device Management solution when using their mobile device to connect to the State email system. Department employees will be required to submit a [Mobile Device User Agreement](#) form before connecting with the State email system.
4. Failure to comply with the provisions outlined in this policy may result in corrective or disciplinary action up to, and including, termination.

#### **B. Acquisition Requirements**

1. The following Department directives are applicable to state issued cellular telephones unless specified otherwise.
2. Employees requesting a state issued cellular telephone/data device must complete the [State Issued Cellular Telephone Request and Authorization](#) form and submit it to the administrator or appropriate supervisor for approval.
3. If the request is approved, the State Issued Cellular Telephone Request and Authorization form must be forwarded to the cellular manager for appropriate processing.
4. Data device requests will be forwarded by the cellular manager to the Department’s IT Service Desk for approval by an authorized IT security officer and scheduling of data service delivery.

#### **C. State Issued Cellular Telephone Use Requirements**

1. Cellular telephones and data devices are provided to conduct state business in a more efficient manner or if essential for performance of job duties.
2. Employees must immediately notify the cellular manager and appropriate management, verbally and in writing, in the event of loss, theft, transfer, or reassignment of cellular telephones and data devices.
3. In addition to state business, cellular telephones and data devices may be used to contact children, teachers, doctors, daycare centers, babysitters, and family members to inform them of unexpected schedule changes and other essential personal business. The use of cellular telephones and data devices for essential personal business must be kept to a minimum and must not interfere with the conduct of state business.

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4. Use of data service must be in accordance with *DOC Policies 1.7.6 Unlawful Use of IT Resources* and *1.7.9 Acceptable Use of IT Resources*.

## **V. CLOSING**

Provisions of this policy not required by statute will be followed unless the provisions conflict with negotiated labor contracts, which will take precedence to the extent possible.

Questions concerning this policy should be directed to the employee's immediate supervisor or the cellular manager.

## **VI. REFERENCES**

- A. 2-15-112, MCA; 2-17-424, MCA
- B. ARM 2.6.210, *Cell Phone Use*
- C. *DOC Policies 1.7.6 Unlawful Use of IT Resources; 1.7.9 Acceptable Use of IT Resources*
- D. 2-9-201, IMP; 2-9-305, IMP

## **VII. ATTACHMENT**

[Mobile Device User Agreement](#)  
[State Issued Cellular Telephone Request and Authorization](#)