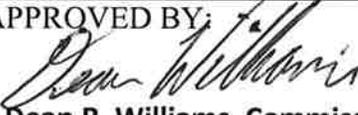


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	CHAPTER: 200	NUMBER: 202.19	P&P TYPE: Public
	TITLE: Employee Use Of State-Owned Communications Devices		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 08/09/16
ATTACHMENTS / FORMS: (None.)		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.021 AS 33.05.010 AS 44.28.030 AS 33.16.180 9 AAC 52.050 AS 33.30.011 AAM 320.340	

POLICY:

It is the policy of the Department of Corrections (DOC) to issue wireless communication devices and wireless communications plans to certain staff, when needed to perform official duties and further the mission of the department.

APPLICATION:

This policy and procedure will apply to all Department employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Wireless Communications Device:

Any portable electronic device using radio-frequency, infrared, microwave, or other types of electromagnetic or acoustic waves in place of wires, cables, or fiber optics to transmit signals or data, and designed for voice communications, transfer and display of text messages, or access to the internet including email.

Wireless Communications Plan:

The service provided to and paid for by the Department of Corrections which is connected to the Wireless Communications Device which allows access to communications and data networks.

PROCEDURES:

- I. A DOC employee may be assigned a state-owned wireless communications device due to one of the following situations:
 - A. The employee, in carrying out work-related activities, is required to travel or to be in transit between work stations;

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- B. The employee works in an environment where having access to such a device will enhance the safety of the employee and /or the public;
 - C. The employee is required to be in communication with lead staff outside assigned work hours;
 - D. The immediate responsiveness of the employee is routinely required for urgent state business.
- II. The assignment of a state-owned wireless communications device to a department employee must be approved in writing by the Commissioner, a Deputy Commissioner or Division Director. The assignment of a state-owned tablet device or Satellite Phone must be approved by the Commissioner.
- III. Satellite Telephones are not issued for the specific use of individual employees. Satellite Telephones will be issued to the Commissioner and Commissioner's Designees in pursuit of disaster readiness.
- IV. A department employee issued a wireless communications device shall use the device in compliance with 9 AAC 52.050 and AAM 320.340 which means the device shall not be used for personal gain and any such use shall be collateral or incidental to official duties and not a substitute for the employee's own equipment.
- V. A department employee may not be issued more than one state owned wireless communications device, unless approved in writing by the Commissioner.

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