

## UNIFIED JUDICIAL SYSTEM

Policy 220

January 24, 2007

### CELLULAR PHONE SERVICE

#### **Section 1. Definitions.**

Pooled Grouping minutes allotted to individual cellular service contracts together to allow the grouped minutes to be shared by all cellular contracts included in the grouping.

#### **Section 2. Intent.**

The intent of this policy is to establish guidelines for acquiring cellular telephone and data service, defining what the service can be used for and establishing procedures for monitoring usage.

#### **Section 3. Establishing Cellular Telephone Service.**

- A. To maximize efficiency by consolidating cellular service, the State Court Administrator will establish cellular telephone service for districts requesting service.
- B. Cellular service plans will be selected based on the features provided and the costs associated with the service.
- C. Individual cellular service contracts will be "pooled" when and where possible to allow sharing of minutes between service contracts.

#### **Section 4. Acceptable Uses of Cellular Service.**

- A. Cellular voice and data services are provided for judicial branch personnel for work-related circumstances.
- B. This policy does not prohibit the limited use of state-owned cell phone equipment for non-governmental purposes if all the following requirements are met:
  - a. The use does not interfere with the performance of the employee's public duties;
  - b. The cost or value related to the use is nominal;
  - c. The use does not create the appearance of impropriety;
  - d. The use is reasonable in duration and frequency;
  - e. The use does not adversely affect the hardware, software or network resources;

- f. The use is not for a partisan political purposes; and
- g. The use is not for personal commercial purpose.

**Section 5. Duties.**

- A. The State Court Administrator will be responsible for monitoring the monthly cellular bills to ensure:
  - 1. the allotted minutes per cellular contract are not exceeded;
  - 2. other miscellaneous charges, such as roaming fees, are not being accumulated on the cellular service contract.
- B. The State Court Administrator will forward, to the appropriate district administrative office, cellular bills that indicate phones that have exceeded the allotted minutes or that have accumulated miscellaneous charges, such as roaming fees.
- C. The district administrative office shall review cellular bills that have been forwarded from the State Court Administrator to verify the validity of the cellular bill.
- D. An individual desiring cellular service shall make the request for the service to the appointing authority. Upon receiving the request and approval, the State Court Administrator shall establish cellular service as requested and approved.