



Administrative Policies and Procedures Manual **810 ASSIGNMENT AND USE OF WIRELESS DEVICES (EXCLUDING RADIOS)**

POLICY

The Judicial Branch provides wireless devices and services for use by authorized Branch employees to more efficiently conduct official business. The Administrative Services Division, through the Materials Management Unit, is responsible for the assignment and allocation of wireless devices and services excluding two-way radios.

GENERAL INFORMATION

The use of wireless devices and services has become integral to improving operational efficiencies within the Branch. The costs of providing wireless-based equipment to Branch employees is substantial, and is increasing significantly as the use of cell phones, laptop computers, and personal digital assistants (PDAs) become more widespread. Controls and limitations are therefore necessary to ensure that the assignment of each device is based on a legitimate business need that cannot be met through alternative means.

Cellular telephones remain the most commonly used form of wireless communication for Branch employees. Personal Digital Assistants and wireless aircards are substantially more expensive to purchase than cellular telephones.

Additionally, discounted cellular telephone service plans are available to the Branch. Employees are assigned the most economical plan based upon anticipated usage. Monthly rates for cellular data services used in conjunction with a fully functioning PDA or wireless laptop computer are significantly more costly than rate for cellular voice services.

These factors require that we limit the distribution of PDA devices until the cost of buying and operating such devices is more in-line with the cost of voice grade equipment and services. The most popular functions (e-mail and text messaging) for which Personal Digital Assistants are used are also available through other sources. E-mail can be retrieved from any computer connected to the Internet. Text messages may be retrieved through cellular telephones with authorized text messaging services. Both alternatives are available at a fraction of the costs of PDA devices and cellular data services.

PAGERS (BEEPERS)

The Division Executive Director or their respective designee may initiate requests for pagers for personnel by sending a memorandum to the Administrative Services Division Materials Management Unit, Business Support Office. The memorandum must contain the following details: name, title, address, telephone number, and the hours of work of the person to whom the pager will be assigned. The type of pager service must also be identified. Contact the Administrative Services Materials Management Unit Business Support Services Office for pager service options. A Blanket Order is utilized for this contract.

PROCEDURES

Request for cellular devices and services shall be made to the Administrative Services Division's Materials Management Business Support Office. The Administrative Services Division may modify, defer or reject a request to procure cellular equipment and or services in order to provide for the efficient and appropriate use of limited Branch resources. All requests for assignment of a PDA must be made in writing by the Executive Director of the Division.

Each cellular device shall be assigned to an individual even if the equipment is used for a Judicial Fleet Vehicle or if it is used by more than one person in an office. Responsibility for any cellular device designated for a Fleet Vehicle rests with the supervisor to whom the vehicle is assigned. Personally assigned cellular equipment shall be the responsibility of the assignee at all times. Lost or stolen equipment must be reported to the Administrative Services Division Materials Management Unit Business Support Office immediately.

The administrative Services Division Materials Management Unit Business Support Office shall provide cellular equipment assignees with usage reports for cellular services. Personal use of a cellular device is allowable on a limited basis. The State shall be reimbursed for personal use of a cellular device assigned by the Judicial Branch Administrative Services Division. Excessive personal use of a cellular device is prohibited.

Assignees are responsible for certifying their continued possession and use assigned equipment in an approved form. Each assignee of a cellular device shall certify the accuracy of their reported use of cellular services and identify non-business use of the assigned equipment. Employees are responsible for non-business related usage of cellular devices. Supervisors shall review cellular usage reports and evaluate records accordingly. Excessive personal calls shall result in elimination of the privilege of making personal calls on equipment issued to the specific assignee.

All personal use of cellular services shall be reimbursed through a check made payable to the State. Checks shall be submitted with the certified bill to the Administrative Services Division Materials Management Business Support Office. Rates payable for personal use are based on the rate charged to the Judicial Branch for the service level assigned to the user. Reimbursable rates are as follows:

Plan 1: 13 cents per minute

This plan costs \$9.99 per month, and has no monthly airtime allowance.

Plan 2: 10 cents per minute.

This plan costs \$36.44 per month, with 400 minutes monthly airtime allowance.

All personal use minutes, including roaming charges, are reimbursable to the State. These rates are subject to change without prior notice.
Rate plans are assigned based on the Division's justification for the assignment of equipment. Assignees should always verify the appropriateness of the assigned service plan.

Questions on this policy: ✉ MaterialsManagement.JBAPPM@jud.ct.gov ☎ (860) 706-5215