

FAP 300-01-00
Cellular Telephones

Each agency that is assigned a cellular phone shall enforce and manage this policy regarding acquisition, assignment and use of cellular equipment and services, and reimbursement for personal calls. Abuse of this policy may result in revocation of cellular access and disciplinary action.

1. **Assignment of Cellular Phones:** Cellular phones may be assigned to staff who are mobile for most of a work period, respond to emergencies, are responsible for restoration of services, or are integral to an agency's decision-making process.
 - a. If a cellular phone is reassigned from one staff person to another, the Wireless Coordinator shall be notified immediately.
 - b. Each agency may establish a pool of cellular telephones to be distributed to staff on a temporary basis. This pool of cellular phones may be used to address short-term extemporaneous requirements. Distribution shall be on an as-needed basis, to reduce the need for permanent assignment of cellular phones to individual staff persons.
 - c. Each agency shall perform a cost benefit analysis to determine if temporary use cellular phones are more cost effective.
 - d. If cellular service is no longer required, the issuing agency shall immediately terminate the service.
2. **Inventory:** Each agency shall maintain an accurate inventory of cellular assets and accessories within the agency. The inventory shall identify to whom and the date assets were assigned. Typical assets and accessories include the cellular phone, chargers, spare batteries, and carrying cases.
3. **Use of Cellular Phones:** Use of a state-owned cellular phone is a privilege that may be revoked at any time for inappropriate conduct.
 - a. State provided cellular equipment and service shall be assigned for official business.
 - b. A state-issued cellular phone is not intended for personal use and shall not be used for personal calls unless the phone holder reimburses the state for the costs incurred for personal calls.
 - c. State cellular equipment and services shall not be used for personal gain, personal business activities, or soliciting money for religious or political causes.
4. **Request for Cellular Telephone Equipment and Services:** Cabinet secretaries, agency heads or their designees shall authorize all requests for cellular phones and services for their agencies.
 - a. Cellular telephone equipment, services and maintenance shall be acquired using current contracts for cellular telephone equipment, services and maintenance awarded by the Finance and Administration Cabinet, unless an exception is approved by the Finance and Administration Cabinet.
 - b. The request for cellular services shall include a statement justifying the use of cellular services by the individual for whom services are requested.
5. **Agency Wireless Coordinator Responsibility:** Each head of an agency that is issued cellular equipment or services shall appoint a Wireless Coordinator for the agency. The Wireless Coordinator shall:

Finance and Administration Cabinet Manual of Policies and Procedures

- a. Verify that the agency maintains an accurate inventory of cellular assets and accessories within the agency.
 - b. Coordinate with the agency head and others as designated by the agency head the distribution and use of cellular phones in the agency.
 - c. Monitor and evaluate the distribution and use of cellular phones in the agency, to verify that the most cost-effective calling plan is selected for each cellular phone in use by agency.
 - d. Recommend to the agency head if a need exists for an individual to possess a cellular phone.
 - e. Ensure each bill from the cellular service provider is reviewed monthly.
 - f. Ensure that the cellular phone holders review the monthly billing from the service provider in a timely manner. The cell phone holder shall be responsible for identifying personal calls.
 - g. Determine if the service provider owes the agency a reimbursement for any roaming or long distance calls related to border issues. If a reimbursement is due, notify the service provider and verify that the correct credit for the reimbursement appears on a future statement.
 - h. Verify cellular phone holders receive a copy of their detailed phone calls.
 - i. Identify cellular phones with little or no activity, and verify that the phone is still needed. Determine if a shared cellular phone would be more cost-effective and practical.
 - j. Maintain a file containing needs analysis, justification, and approvals for all requests for cellular equipment and services. This information shall be audited periodically by the Finance and Administration Cabinet.
 - k. Coordinate the acquisition of equipment, services and maintenance with the Finance and Administration Cabinet.
 - l. Act as the single point of contact for issues related to cellular phone services.
 - m. Ensure that agency staff are aware of the provisions of this policy.
 - n. Replace lost, stolen or damaged equipment.
 - o. Collect reimbursement for costs incurred by the agency for personal calls made or received by the assigned cellular phone user.
 - p. Conduct an annual audit of the agency's cellular phone plans.
- 6. Employee Responsibility:** Holders of state-issued cellular phones shall use their cellular phones and services in a responsible, informed and safe manner, conforming to network etiquette, customs, courtesies, safety practices and applicable laws or regulations. Cell phone holders may be held liable for lost, stolen or damaged state-owned cellular equipment. Cell phone holders shall:
- a. Identify personal calls listed on cellular phone statements monthly.
 - b. Reimburse their agency, on a monthly basis, for the costs incurred on state-owned cellular phones as a result of personal calls, if plan minutes are exceeded.
 - c. Secure cellular phones and accessories at all times.
 - d. Report any loss to the Wireless Coordinator or agency head immediately.
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Finance and Administration Cabinet Manual of Policies and Procedures

- 7. Reimbursement Rates:** A holder of a state-issued cellular phone shall reimburse the agency for personal calls at the following rates, except, the amount of reimbursement shall not exceed the amount of the phone bill.
 - a. Local calls: \$.10 per minute;
 - b. Out of state calls that originate in Kentucky: \$.15 per minute; and
 - c. Calls that originate outside of Kentucky: \$.49 per minute.

 - 8. Finance and Administration Cabinet Monitoring:** The Finance and Administration Cabinet shall conduct random reviews of cellular phone usage and charges, at least once per year. The Finance and Administration Cabinet Wireless Coordinator shall:
 - a. Compare randomly chosen cellular phone statements with the amount reimbursed for the year, and report any discrepancy to the Agency Wireless Coordinator;
 - b. Evaluate the necessity of the cellular phone based on the requirements set out in this policy and the contractor's usage history; and
 - c. Determine the appropriateness of the assigned plan based on the needs of the individual user.
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