

SCAN

SCAN is a dedicated telephone network. It is managed and owned by the state to reduce costs of long distance telephone service for government agencies.

1. Employees shall use the SCAN for all long distance calls that directly relate to state business.
2. Using the SCAN for personal calls is prohibited. However, an employee may make a brief SCAN call to their residence and/or child care provider if either of the following circumstances prevail:
 - An employee is on state business away from their normal duty station and their travel plans are changed
 - An employee is at their normal duty station and their supervisor requires them to work beyond their normal hours.
 - There may be other circumstances requiring the use of SCAN for personal calls. These will be authorized on a case-by-case basis by the employee's supervisor.
3. Employees who use SCAN for personal calls violate RCW 42.20.010, which prohibits personal use of state property. Supervisors who note employees making personal SCAN calls shall initiate corrective action.

Legal Reference: RCW42.20.010

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