

**WASHINGTON CENTER**  
**FOR DEAF AND HARD OF HEARING YOUTH (CDHY)**

**POLICY: 6250**

Adopted: July 25, 2019

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**SUBJECT: Mobile Device**

**Approved by:** \_\_\_\_\_

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**Purpose:**

CDHY provides for mobile telephone service for those employees who require this service to perform their job duties.

CDHY recognizes that mobile devices, for certain personnel, are valuable tools that aid CDHY in conducting business in an effective and timely manner. These tools can boost employee productivity, improve service, and promote public and employee safety.

This policy governs the authorization and use of mobile devices issued by CDHY and required for business purposes by CDHY. It ensures compliance with state statutes, administrative codes and case law regarding public records retention and discovery, permissible use of state-purchased devices to conduct state business. This policy addresses mobile devices for which CDHY will incur ongoing costs. It also addresses employee obligations under state law regarding public records retention and discovery even when an employee uses a personal device only for occasional business purposes. This policy applies to all agency owned units and individuals at CDHY.

**TELEPHONE SERVICES**

CDHY provides telephone services for the purpose of conducting official activities. Calls or texts of a personal nature are permitted on agency issued devices for the efficiency and welfare of CDHY staff. Long distance calls outside of the United States resulting in additional cost may be made only for authorized business purposes. RCW 42.52.160 states that no state employee may employ or use any person, money, or property, under the employee's official control or direction, or in his or her official custody, for the private benefit or gain of the employee or another. Phones may be used to provide equal access in compliance with the Americans with Disabilities Act. Tools such as FaceTime, Videophone or other video supported or text supported communication tools are allowed.

Students should not be permitted to use staff telephones except as directly authorized by a staff member for CDHY business or emergency only.

Offices and classrooms containing telephones should be kept locked when not under the supervision of a CDHY staff member.

Agency issued mobile device problems should be reported to CDHY Technology Department. If a change in telephone service or equipment is needed, a Service Request may be submitted to CDHY Help Desk online at <https://CDHY.on.spiceworks.com/portal/tickets>.

## **Mobile Phones**

### **MOBILE DEVICES**

#### **Definitions**

Mobile device: A portable device with mobile communications capability and a mobile service plan such as a cell phone, smartphone, data card, mobile-enabled tablet, notebook, hotspot or any other type of device that uses mobile voice or data services. Not included in this definition are Wi-Fi-only devices (notebook computers, tablets, iPods, etc.).

#### **CDHY-Issued Devices**

CDHY may issue mobile devices to CDHY employees based on one or more of the following job requirements:

1. The employee's job requires field work or travel where landline phones/video phones are inaccessible or inefficient;
2. The employee's job requires immediate or on-call availability;
3. The employee needs a mobile device for work-related safety, security, or other emergency reasons;
4. The employee's job requires real-time communication, including email; or
5. Other requirements as defined and documented by CDHY.

Legal Reference:

- OCIO Policy 0191
- RCW 42.52.160