	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.02.05
		SUPERSEDES (Policy No. & Date): ADM.02.05 of June 24, 2008	
SUBJECT: CELLULAR TELEPHONES		Page 1 of 3	

1.0 PURPOSE

To establish guidelines which will ensure Department issued cellular telephones are used only for official Department business and in a cost-effective manner.

2.0 SCOPE

This policy and procedure applies to all employees who are issued cellular telephones by the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

Hawaii Revised Statutes, §353C-2, Powers and Duties, Director of Public Safety

4.0 POLICY

Cellular telephones issued by the Department to employees shall be used only for official Department business and in such a manner that will reduce operational costs. Charges billed to an individual for use of the cellular telephone shall be monitored to ensure the phone is used only for official business.

5.0 PROCEDURES

.1 Issuance of Cellular telephones

- a. Cellular telephones shall only be issued to Department employees upon the authorization of the Director or his designee.

.2 Use of Cellular Telephones

Those employees who are issued a cellular telephone shall be responsible for observing the following procedures:

a. Office Hours

1. Provide people who may need to get in touch with them during office hours with their office telephone number only.

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DCR P & P M	SUBJECT: CELLULAR TELEPHONES	POLICY NO.: ADM.02.05
		EFFECTIVE DATE: January 01, 2024
		Page 2 of 3

Never provide their cellular telephone number as the initial contact number. Callers are to be instructed to call them on their office telephone number first and their cellular phone only as necessary.

2. The cellular telephone calls are to be made only if an office telephone is not readily available.

b. Non-Working Hours

1. Provide to people who may need to get in touch with them during non-working hours.
2. The cellular telephone shall only be used to make business calls after working hours.

.3 Use of Cellular Telephones

Those employees who are issued a cellular telephone only shall be responsible for observing the following procedures:

a. Office Hours

1. Provide people who may need to get in touch with them during office hours with their office telephone number and cellular telephone number as secondary number only.

b. Non-Working Hours

2. Provide people who may need to get in touch with them during non-working hours with their home telephone number and cellular telephone number.

.4 General Provisions for Cellular Telephone Usage

- a. When making or receiving calls, keep the conversation short if possible (1 to 2 minutes). If more time is needed, transfer to a regular telephone if one is available.
- b. Cellular telephones shall not be used indiscriminately. They shall only be used in emergency situations, in situations which cannot wait until normal office hours, or in situations which cannot wait for the person to return to the office during their normal workday.

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DCR P & P M	SUBJECT:	POLICY NO.: ADM.02.05
	CELLULAR TELEPHONES	EFFECTIVE DATE: January 01. 2024
		Page 3 of 3

.5 Monitoring


All invoices for cellular telephone usage shall be monitored by site fiscal staff, pre-audit clerks and the Department Fiscal Officer as warranted. The Fiscal Office may request justification for cellular telephone usage if the invoice indicates any of the following:

- a. Calls have been made to non-State area codes.
- b. There is an excess in usage compared to the user's history of charges.

APPROVAL RECOMMENDED:


 _____ JAN 01 2024
 Deputy Director for Administration Date

APPROVAL RECOMMENDED:


 _____ JAN 01 2024
 Deputy Director for Corrections Date

APPROVED:


 _____ JAN 01 2024
 DIRECTOR Date

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