I. Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References
Alaska Statutes
AS 33:30.03

Alaska Administrative Code
09 AAC 52.050

Alaska Administrative Manual
AAM 320.340

III. Purpose
Wireless communications devices may be provided to certain employees to conduct work-related activities. The purpose of this Policy & Procedure is to set clear guidelines for determining which employees will be given state-owned wireless communications devices.

IV. Application
All Department of Corrections employees.

V. Definitions
As used in this policy, the following definition shall apply:

A. Wireless Communications Device
Any portable electronic device using radio-frequency, infrared, microwave, or other types of electromagnetic or acoustic waves in place of wires, cables, or fiber optics to transmit signals or data, and designed for voice communications, transfer and display of text messages, or access to the internet including email.

B. Wireless Communications Plan
The service provided to and paid for by the Department of Corrections which is connected to the Wireless Communications Device which allows access to communications and data networks.

VI. Policy
An employee of the Department of Corrections may be issued a wireless communications device and wireless communications plan as necessary to perform official duties and further the mission of the department.

VII. Procedure
A. A Department of Corrections employee is assigned a state-owned wireless communications device because:
   1. The employee does not have access to a land-line phone.
2. The employee, in carrying out work-related activities, is required to travel or to be in transit between work stations.
3. The employee works in an environment where having access to such a device will enhance the safety of the employee and/or the public.
4. The employee is required to be in communication with lead staff outside assigned work hours.
5. The immediate responsiveness of the employee is routinely required for urgent state business.

B. The assignment of a state-owned wireless communications device to a department employee must be approved in writing by the Commissioner, a Deputy Commissioner or Division Director. The assignment of a state-owned tablet device or Satellite Phone must be approved by the Commissioner.

C. Satellite Telephones:
Satellite Telephones are not issued for the specific use of individual employees. Satellite Telephones will be issued to the Commissioner and Commissioner’s Designees in pursuit of disaster readiness.

D. A department employee issued a wireless communications device shall use the device in compliance with 9 AAC 52.050 which means the device shall not be used for personal gain and any such use shall be collateral or incidental to official duties and not a substitute for the employees own equipment.

E. A Department of Corrections employee may not be issued more than one state owned wireless communications device, unless approved in writing by the Commissioner.

VIII. Implementation
This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local Standard Operating Procedures. All local Standard Operating Procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the appropriate Division Director.

March 5, 2012

Date

Joseph D. Schmidt, Commissioner
Department of Corrections