	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: JUN 24 2008	POLICY NO.: ADM.02.05
	DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): NEW	
	SUBJECT: CELLULAR TELEPHONES		Page 1 of 4

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 REFERENCE

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

3.0 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.

4.0 PROCEDURES

.1 Issuance of Cellular Telephones and Pagers

- a. Cellular telephones and telephone pagers shall only be issued to Department employees upon the authorization of the Director or his designee.
- b. Anyone issued a cellular telephone who uses the phone in excess of the free usage period, or expects to, shall also be issued a pager.

.2 Use of Cellular Telephones and Pagers

Those employees who are issued a cellular telephone and pager 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 pager number only;

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never provide their cellular telephone number. If people already know their cellular number, they are to be instructed never to call them anymore on the cellular number, only their office telephone number or pager are to be used.

2. When in the office, the cellular telephone and pager shall be turned off.
3. When out of the office, the cellular telephone shall remain off and the pager on.
4. The cellular telephone shall never be used to receive calls. They shall only be used to make calls. Cellular telephone calls are to be made only if a pay telephone or an office telephone is not readily available.

b. Non-working hours

1. Provide people who may need to get in touch with them during non-working hours with their home telephone number and pager number.
2. When at home, the pager and cellular telephone shall remain off.
3. When away from home, the pager shall remain on and the cellular telephone off.
4. The cellular telephone shall only be used to make calls away from home when a telephone is not readily available. The cellular telephone shall never be used to receive calls.

.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.
2. When in their office, the cellular telephone shall remain off.

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3. When out of the office, the cellular telephone shall remain on to receive any calls. The cellular telephone shall only be used to make calls when a pay telephone or an office telephone is not readily available.

b. Non-working hours

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

2. When at home, the cellular telephone shall remain off.

3. When away from home, the cellular telephone shall remain on. Cellular telephones shall only be used to make calls if a telephone is not readily available.

.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, make arrangements to 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 work day.

.5 Monitoring

All invoices for cellular telephone usage shall be monitored by pre-audit clerks in the Department Fiscal Officer. 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.


c. There is billing for incoming calls for those users who have a pager.

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5.0 SCOPE

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

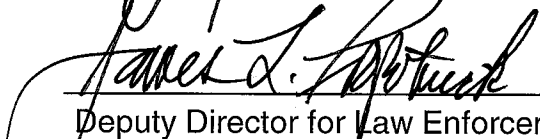
APPROVAL RECOMMENDED:


 Deputy Director for Administration

6/6/08
 Date

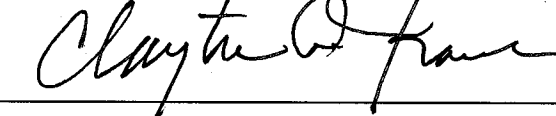

 Deputy Director for Corrections

6/18/08
 Date


 Deputy Director for Law Enforcement

6-19-08
 Date

APPROVED:


 Director

6/24/08
 Date