

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 0517-08

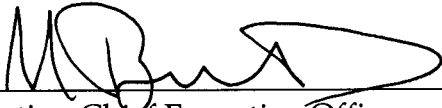
CATEGORY: Administrative Services

CONTENT: Cellular Phone and Blackberry Type Devices

Policy to be followed in the Louisiana State University Health Care Services Division (LSU HCSD).

EFFECTIVE DATE: Issued: October 15, 1998
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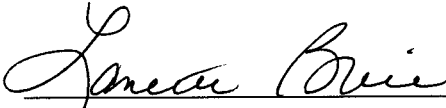
INQUIRIES TO: Administrative and Support Services
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Acting Chief Executive Officer
LSU Health Care Services Division

3/03/2008

Date



Acting Deputy Chief Executive Officer
LSU Health Care Services Division

2/28/08

Date



Director of Administrative & Support Services
LSU Health Care Services Division

2/28/08

Date

**LSU HEALTH CARE SERVICES DIVISION (HCSD)
CELLULAR PHONE AND/OR BLACKBERRY TYPE DEVICES POLICY**

I. PURPOSE

The purpose of this policy is to provide guidelines for:

1. Establishing and documenting the need for cellular phones and/or Blackberry type devices;
2. Obtaining agency approval for the purchase of cellular phones and/or Blackberry type devices;
3. Limiting and controlling cellular phone use to HCSD business related situations concerning patient/employee care, safety, and well being or HCSD operational business matters.

II. APPLICABILITY

This policy is applicable to all LSU HCSD Headquarters and Hospital Employees.

III. STATEMENT OF POLICY

The purchase or lease of cellular phone equipment by LSU HCSD is to assure that appropriate employees have immediate access to communications service under one or more of the following circumstances:

- Work assignments that require frequent travel in high risk areas;
- Work assignments that routinely involve the potential need for HCSD related business communications;
- When transporting patients and other means of communication are not available;
- When headquarters officials and the Administrators and Medical Directors of our eight, twenty-four hour institutions need immediate telephone access while away from their offices;
- Other situations when patient care, employee safety, or operational issues are a factor.

Cellular phones and/or Blackberry type devices purchased or leased by LSU HCSD will be limited to those with the technical features and capabilities necessary to reliably and dependably accomplish the communications needed in HCSD business related situations.

IV. GENERAL

In accordance with Administrative Rules and Regulations of the Office of Telecommunications Management within the Division of Administration, "all agencies are responsible for devising, implementing, and enforcing cost controls related to telephone usage and informing employees of such policies to preclude unnecessary and unauthorized charges." HCSD recognizes two (2) cellular service reimbursement options. Option one includes the purchase or lease and the service for a cellular phone owned/leased by LSU-HCSD. Option two is for cellular service **only** when the cellular phone is privately owned.

All requests for cellular phone and/or Blackberry type devices service must be justified and describe the benefit to be gained from its availability and use.

Requests for cellular phone and/or Blackberry type devices service must be submitted to and approved by the CEO of LSUHCSD. A statement of approval by the CEO must accompany all requisitions for cellular and/or Blackberry type devices equipment and/or service. This approval authority can not be delegated. If, and only if, an item to be purchased is not included on state contract, a written request must be routed through the OTM for approval.

V. CONTROL OVER STATE OWNED EQUIPMENT

Responsibility for controlling, safeguarding, and maintaining cellular phone and/or Blackberry type devices equipment will rest with the office/function using the cell phone equipment. Each office will establish a sign-in/out system to determine when equipment is picked-up, by whom, and when it is returned. If the phone and/or Blackberry type devices are a permanent installation, such as in a vehicle, the sign-in/out record will be completed at the shift change or when the person responsible for the vehicle changes.

VI. EMPLOYEE RESPONSIBILITY OVER STATE OWNED EQUIPMENT

Each employee will sign out for state-owned equipment when it is received and ensure that it is signed in when it is returned. When assigned to them, it is the responsibility of the employee to prevent misuse, damage, and theft of the phone(s). Precautionary measures should be taken to avoid the risk of loss - for example; **not** leaving the phone and/or Blackberry type devices unattended or in open view in an unoccupied or unattended vehicle. Any missing equipment will be the responsibility of the employee last signing for it, pending investigation of the loss.

For state-owned cell phones and blackberry type devices per LSU Systems Office policy, on a monthly basis the office's staff person serving as the office's telecommunications coordinator shall send to the respective users a Call Detail Report form (See Attachment 2) along with the detailed bill. Within seven work days, each user of a state-owned phone or blackberry shall return the completed Call Detail Report from to his/her telecommunications coordinator.

For reimbursement for cellular or Blackberry services from devices which are privately owned, each employee shall keep a record of his/her phone calls. The record shall show the following information concerning each call: 1.) date; 2.) time of call; 3.) person called; 4.) phone number called; and 5.) purpose of call. Forms (See Attachment 1) to document this information shall be made available by the manager of the office/function using the cellular phone. The record of calls will be turned in to the employee's supervisor at specified intervals (daily, weekly, monthly) for comparison and verification with the telephone bill.

VII. MANAGEMENT RESPONSIBILITY

The offices having cellular phones shall be responsible for familiarizing employees with the operations of the equipment and ensuring that only appropriate calls are made. Managers will periodically inspect the equipment to assure that it is being maintained properly and not abused. Each employee's cellular phone call log and/or cellular phone bill will be reviewed. Any potential abuse or discrepancy, including calls of questionable duration or expense, will be reported to the employee's supervisor and to the office's OTM coordinator for review and justification. Appropriate disciplinary action shall be proposed by the supervisor for any unauthorized calls or other abuses. This includes, but is not limited to, obtaining reimbursement for the cost of the unauthorized calls.

As stated above, each office/function will establish a sign-in/out system to track and maintain accountability for the equipment.

VIII. PRIVATELY OWNED CELLULAR PHONES

Employees who own a cellular phone may request reimbursement for work related calls in those instances when other phone service was not available. Requests for reimbursement require the approval of the office/function manager. These requests should be made on a limited basis.

IV. PRIVATELY OWNED BLACKBERRY DEVICES

Employees who own a blackberry device may request reimbursement for data service if he/she has already processed the Blackberry University Device Approval Form and been granted approval for such a service. This applies only if the employee can attain the data service at an equal or lower rate than the contracted state rate.

User Name: _____

Budget Code: _____

**LSU HEALTH CARE SERVICES DIVISION
CELLULAR CALL DETAIL REPORT**

Sign in the space provided below to indicate that you have reviewed any attachments containing cellular call details* and have compiled with the criteria most applicable to your situation.

_____ All calls were made for official LSUHCS D purposes only.

_____ All non-business related calls have been identified as personal. The monthly plan (package minutes) WAS NOT exceeded. Any assistance, roaming, long distance or other charges accrued were for official LSUHCS D purposes only. No reimbursement necessary.

_____ All non-business related calls have been identified as personal. The monthly plan (package minutes) WAS exceeded OR non-business related assistance, roaming, long distance or other charges accrued. LSUHCS D has been reimbursed for the overage: a personal check has been given to the office's telecommunications coordinator for deliver to the department accountant for deposit into the departmental account charged for the overage. The reimbursement has been referenced on the attached cell call detail documentation.

This form is to be retained by the office's telecommunication coordinator. DO NOT RETURN IT TO THE OFFICE OF TELECOMMUNICATIONS.

SIGNED: _____

*The cellular telephone provided by LSUHCS D is not intended for personal use. It is for official business. Review all cellular calls and indicate which, if any, are personal. Personal calls must be reimbursed to LSUHCS D in the event that the minutes utilized exceed your plan limit. Reimbursements should be based on personal call utilization up to, but not greater than, the cost of the minutes that exceed the monthly plan amount. No reimbursement is required when the total plan minutes are not exceeded. Any assistance, roaming or other charges that are not clearly business related should also be reimbursed.