



POLICY Q: STATE PURCHASED CELLULAR PHONES

Wyoming Guardians *Ad Litem* Program

Empowering youth & families through legal advocacy

SECTION ONE: PURPOSE, AUTHORITY, & SCOPE

- A. This policy was created pursuant to the Wyoming Guardians *Ad Litem* (GAL) Program Rules and Regulations, Chapter 1, § 2(b). The purpose of this policy is to set forth the policies for state employee guardians' *ad litem* use of state purchased cellular phones for the benefit of the GAL Program.
- B. This policy encompasses all guardians *ad litem* attorneys employed or contracted with the State of Wyoming, Office of the State Public Defender, Guardians *Ad Litem* Program to provide GAL services in Wyoming and all Guardians *Ad Litem* Program Administrative Staff.
- C. Violations of these provisions may be subject to disciplinary action up to, and including, termination.

SECTION TWO: CELLULAR PHONE AVAILABILITY

- A. The Program Administrator has sole decision-making authority of assignment of state-purchased cellular phones to state employees.
 - I. This determination is based on current budget availability, supervisory duties, travel requirements, and amount of time spent away from home office(s).
- B. State-purchased cellular phones are not available to GAL Program independent contractors.

SECTION THREE: USE OF STATE PURCHASED CELLULAR PHONES

- A. The purpose of providing state-purchased cellular phones to GAL Program employees is to ensure courts can contact supervisors for case assignments; and clients/others can contact their attorneys who travel extensively, and may have limited access to computer and internet.
- B. Individuals that have been assigned a state-purchased cellular phone by the GAL Program Administrator are responsible for adequate care and maintenance of the phone. If a state-purchased cellular phone is damaged by the GAL, they may be responsible for the cost of replacement.

- C. State-purchased cellular phones assigned to GAL Program employees are expected to be used during core work hours and the cellular phone number should be available to others through notice on business cards, e-mail signatures, and other communications.
- D. Browser and internet use on state-purchased cellular phones shall not be for personal use or to conduct business not related to employment with the state.
- E. All information and data on state-purchased cellular phones are the property of the state and may be considered public record. There is also no guarantee of privacy if the records are subpoenaed into court. That said, all personal use of state purchased cellular phones is prohibited, including, but not limited to the following:
 - I. Personal phones calls and texts are disallowed with the exception of the occasional and short necessity-related communication.
 - II. Personal e-mail accounts shall not be accessed or connected to a state-purchased cellular phone in any way. Only wyo.gov domain e-mail accounts shall be accessed on the phone.
 - III. Social media of any kind, unless related to your case work, is prohibited.
 - a. Examples of social media are Facebook, Blogger, Instagram, Pinterest, MySpace, Twitter, BranchOut, LinkedIn, GooglePlus and Wordpress. This list is not comprehensive.
 - IV. All games, music, photo, or other files or applications on state-purchased cellular phones must be work-related and not personal in nature.

SECTION FOUR: CONFIDENTIALITY & SECURITY OF STATE-PURCHASED CELLULAR PHONES

- A. Due to high confidentiality requirements of cases in juvenile court and through the GAL Program, employees must ensure that their state-purchased cellular phones are not accessible by others at any time.
- B. Employees are expected to have a passcode to unlock their state-purchased cellular phone from sleep mode or when powering on the device.
- C. If a state-purchased cellular phone is lost or stolen, the employee must notify the GAL Program Policy and Fiscal Analyst at the GAL Program Administrative Office as soon as possible after discovery.
- D. The assigned state-purchased cellular phone must be returned to the GAL Program at termination, resignation, retirement, or other break in service.

SECTION FIVE: TECHNICAL SUPPORT & TROUBLESHOOTING

- A. For technical support or questions regarding the assigned state-purchased cellular phone, please contact the GAL Program Policy and Fiscal Analyst, who will either assist you with the issue or refer you to the process or individual who can.