

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Using Personal Smartphones to Conduct State Business	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 05-OIT-16
RULE/CODE REFERENCE:	SUPERSEDES: 05-OIT-16 dated 08/06/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: August 31, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth the requirements whereby eligible Ohio Department of Rehabilitation and Correction (DRC) employees and eligible DRC contractors are approved to use personal smartphones to connect to state computer systems to upload or download data to conduct state business and to set forth the requirements whereby approved, eligible DRC employees may receive a personal smartphone stipend.

III. APPLICABILITY

This policy applies to all eligible employees and eligible contractors of the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Approved Personal Smartphone User - An eligible DRC employee or eligible DRC contractor approved by the DRC Office of Administration, because of his/ ~~er~~ her individual job duties, to use a personal smartphone to connect to state computer systems, including e-mail, to upload or download data to conduct state business.

Eligible Contractor - A DRC contractor issued a State of Ohio e-mail account to conduct state business.

Personal Smartphone - A handheld computing device owned by an approved employee that offers advanced connectivity and data computing, communication and storage capability that is approved by the DRC Office of Administration and Department of Administrative Services Office of Information Technology (DAS OIT) to connect to state computer systems to upload or download data to conduct state business.

Personal Smartphone Stipend - The monetary stipend established by the deputy director of the Office of Administration that is paid to an approved DRC employee for using a personal smartphone to connect to state computing systems to upload or download data to conduct state business. Only approved employees who were eligible to be issued or who were issued a DRC smartphone, such as an iPhone, are eligible to receive a personal smartphone stipend. DRC contractors who are approved personal smartphone users are not eligible to receive a DRC personal smartphone monetary stipend.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to permit an approved, personal smartphone user to use his/her personal smartphone to connect to state computer systems to upload or download data to conduct state business. It is also the policy of DRC to provide a monetary stipend to an approved, eligible DRC employee to offset the cost of data transaction fees incurred by said employee. Further, it is the policy of DRC that DRC contractors who are approved personal smartphone users are not eligible to receive said monetary stipend.

VI. PROCEDURES

- A. A personal smartphone used by an approved personal smartphone user shall meet all equipment, operating system, and security requirements established by DRC. These requirements shall include, but are not necessarily limited to, the following:
1. The following personal smartphone purchase plans shall be permitted for approved personal smartphone users to connect to state computer systems to upload or download data to conduct state business:
 - a. Approved personal smartphone users shall utilize a purchase plan held solely by the user or a multiple-user plan when all of the users are immediate family members. For the purposes of this policy, immediate family members include:
 - i. Spouse;
 - ii. Child, step-child or grandchild;
 - iii. Parent, step-parent, grandparent, great-grandparent, brother, sister, step-sibling;
 - iv. Mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law; and
 - v. Legal guardian or other person who stands in the place of the parent.
 2. The personal smartphone shall have an operating system approved by DRC.
 3. The personal smartphone shall be registered with DRC.
 4. The personal smartphone shall not be connected to another computing device, such as a desktop or laptop computer, through USB, fire wire, or any other direct connection technology when the approved personal smartphone user is connecting to a state computer system to conduct state business.
 5. All state business data downloads, uploads, and communication performed on the personal smartphone shall be made via connection through the network of the approved personal smartphone user or service provider.

6. An approved personal smartphone user shall not connect his or her personal smartphone to a Wi-Fi, Wimax, IR or other wireless communication network to connect to a state computer system to conduct state business.
 7. Only DRC Office of Administration, Bureau of Information Technology Services (BITS) technical staff have the authority to configure personal smartphones to connect to state computer systems to conduct state business. An approved personal smartphone user shall not request that his or her smartphone service provider configure his or her personal smartphone to connect to state computer systems to conduct state business.
 8. The camera feature on a user's personal smartphone approved to connect to state computer systems to conduct state business may be required to be deactivated when the approved personal smartphone user enters a DRC institution or office.
 9. An approved personal smartphone user/contractor may be prohibited from bringing his/her personal smartphone into a DRC institution.
- B. The following process shall be utilized when an employee or contractor requests to use his/her personal smartphone to connect to state computer systems to conduct state business or when any DRC employee has a business justification for using a personal smartphone to access their State of Ohio e-mail account:
1. The requesting employee or contractor shall complete the Personal Smartphone Use Request form (DRC1638), sign and date it, and submit the completed form with written documentation of ownership of the smartphone to the immediate supervisor for review.
 2. The immediate supervisor shall review the Personal Smartphone Use Request form (DRC1638) request and personal smartphone documentation and shall determine if the documentation is accurate:
 - a. For employees, the immediate supervisor shall determine if the employee is eligible to be issued a DRC smartphone and whether the employee's individual job duties warrant use of a personal smartphone to connect to state computer systems, including state e-mail, to conduct state business. If the supervisor approves the request, the supervisor shall sign and date the Personal Smartphone Use Request form (DRC1638) and forward it to the appropriate managing officer for review.
 - b. For contractors, the immediate supervisor shall determine if the contractor is eligible by virtue of being issued a State of Ohio e-mail account to conduct state business and if the contractor's job duties warrant use of a personal smartphone to connect to state computer systems to conduct state business. If the supervisor approves the request, the supervisor shall sign and date the Personal Smartphone Use Request form (DRC1638) and forward it to the appropriate managing officer for review.
 3. The managing officer shall review the employee or contractor's Personal Smartphone Use Request form (DRC1638) and immediate supervisor's approval. If the managing officer approves the request, the managing officer shall sign and date the Personal Smartphone Use Request form (DRC1638) and submit it to the Chief of BITS in the Office of Administration.

4. The Chief of BITS/designee shall review the Personal Smartphone Use Request form (DRC1638) and the employee or contractor's personal smartphone documentation to ensure the personal smartphone meets DRC requirements. If the smartphone meets the requirements, the Chief of BITS/designee shall submit the approved request to the Deputy Director of Administration/designee who shall review the request.
 5. Upon receiving final approval by the Deputy Director of Administration/designee, the Chief of BITS shall make arrangements with BITS technical staff and the employee or contractor to configure the personal smartphone as necessary. In addition, the Chief of BITS/designee shall make arrangements to retrieve the employee's DRC smartphone if one was issued to the approved employee.
 6. For purposes of documentation and auditing, the completed Personal Smartphone Request Form (DRC1638) shall be retained in the Office of Administration pursuant to all applicable record retention policies and procedures.
- C. Approved personal smartphone users have a reduced expectation of personal privacy which extends to the smartphone device, state business data uploaded to or downloaded from the smartphone, and state business data stored on the smartphone.
1. An approved personal smartphone user must immediately produce his/her personal smartphone and provide immediate access to its contents, with or without prior notice, upon receiving an order to do so from DRC or its agents.
 2. An approved personal smartphone user's personal smartphone may be confiscated by DRC, with or without prior notice, and used as evidence in criminal, civil, or administrative proceedings.
 3. Files, messages, attachments, and logs associated with the use of an approved personal smartphone user's personal smartphone may be confiscated, retained and reviewed by DRC or another agency designated by DRC, with or without prior notice, and used in audits, as evidence in investigations, and in criminal, civil and administrative proceedings. These files, messages, attachments and logs may also be subject to release under applicable federal and state laws, rules and regulations including, but not limited to, discovery requests and court proceedings.
 4. DRC is responsible for protecting state business assets and data. As a result, DRC has the authority, with or without prior notice, to remove all data and applications from an approved personal smartphone user's personal smartphone whether state-owned or privately owned, and return the personal smartphone to the manufacturer's original configuration with all unique configurations, downloads, data and information being deleted. Circumstances where this action may be taken include, but are not limited to, the following:
 - a. Upon notification by the approved personal smartphone user to his/her immediate supervisor, via completion of an Incident Report (DRC1000), that his/her personal smartphone has been lost or stolen.

- b. Upon information being received by DRC that the security of the approved personal smartphone user's personal smartphone has been attacked or otherwise compromised.
 - c. Upon notification to DRC that the approved personal smartphone user's access to connect to state computer systems with a personal smartphone to conduct state business has been terminated.
 - d. Upon notification to DRC that the approved e personal smartphone user's personal smartphone shall no longer be used to connect to state computer systems to conduct state business.
 - e. Upon termination of the approved personal smartphone user's employment with DRC.
5. If it becomes necessary for DRC to remove all data and applications from an approved personal smartphone user's personal smartphone, this action shall leave the smartphone storage in a permanent, unreadable encrypted state.
- D. When a personal smartphone owned by an approved personal smartphone user is lost or stolen, the approved personal smartphone user shall immediately inform a supervisor and complete an Incident Report (DRC1000) pursuant to DRC policy 01-COM-08, Incident Reporting and Notification.
- In addition to all reporting requirements, a copy of the Incident Report (DRC1000) shall be provided to the Chief of BITS, who shall take the appropriate action to notify any other necessary agencies, disable the approved personal smartphone user's system access account, and protect the state data residing on the approved employee's personal smartphone.
- E. DRC is not responsible for maintaining or supporting an approved personal smartphone user's personal smartphone. In addition, DRC is not responsible for safeguarding, maintaining, or supporting any non-state data or non-state applications stored on an approved employee's personal smartphone.
- F. DRC is not responsible for any financial obligations associated with an approved personal smartphone user's ownership of a personal smartphone including state and non-state cellular telephone use costs.
- G. The Deputy Director of the Office of Administration shall establish the monetary stipend paid to approved eligible employees.
1. An approved eligible employee shall only receive a stipend if the employee was issued, or was otherwise eligible to be issued, a state smartphone such as a DRC iPhone.
 2. The stipend shall be a fixed monthly payment of \$30.00 issued by the appropriate business office to the approved eligible employees to offset the cost of data transaction fees.
- H. The following process shall be utilized when an approved eligible employee requests the monthly \$30.00 stipend:

1. Once the Personal Smartphone Use Request Form (DRC1638) has been approved, the eligible employee shall complete the Personal Smartphone Reimbursement Stipend Request form (DRC2004) to obtain reimbursement for the service month and submit the completed form to the immediate supervisor for review and approval.
2. The immediate supervisor shall review the eligible employee's completed Personal Smartphone Reimbursement Stipend Request form (DRC2004) to ensure the information submitted is accurate and that the form does not represent a duplicate request for payment. Upon approval with signature, the immediate supervisor shall return the Personal Smartphone Reimbursement Stipend Request form (DRC2004) to the eligible employee.
3. Upon receipt of the Personal Smartphone Reimbursement Stipend Request form (DRC2004) approved by the immediate supervisor, the eligible employee shall create a Non-Travel Expense Report through the OAKS FIN Travel and Expense Module, attach the approved Personal Smartphone Reimbursement Stipend Request form (DRC2004) to said Non-Travel Expense Report and electronically submit said Non-Travel Expense Report.
4. The immediate supervisor will receive the eligible employee's Non-Travel Expense Report through the OAKS FIN Worklist for review and approval. Upon approving said Non-Travel Expense Report, the immediate supervisor shall forward said Non-Travel Expense Report electronically to the Business Office for processing.
5. Upon receipt of the approved Non-Travel Expense Report, the business office shall validate the eligible employee has an approved Personal Smartphone Use Request form (DRC1638) on file by entering an approval comment on the Non-Travel Expense Report, which shall attest to the validation.
6. The assigned department of the eligible employee receiving the stipend shall be responsible for funding the stipend. The eligible employee shall receive reimbursement payment within thirty (30) business days.

Related Department Forms:

Incident Report	DRC1000
Personal Smartphone Request Form	DRC1638
Personal Smartphone Reimbursement Stipend Request and Invoice Form	DRC2004