

NEBRASKA

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DEPT OF CORRECTIONAL SERVICES



Pete Ricketts, Governor

Policy Directive 018-013

DATE: May 14, 2018

TO: Executive Steering Council

FROM: Scott R. Frakes, Director

RE: Administrative Regulation 104.06, *Computer Equipment, Telephone Usage & Information Systems*

Effective June 30, 2018, the following change will be made to the above mentioned administrative regulation. This revision will be incorporated into AR 104.06 during the next scheduled review. You may contact Director Frakes (scott.frakes@nebraska.gov) with questions regarding this change.

Summary: As of June 30, 2018, no personal or state-issued cell phones will be permitted inside NDCS correctional facilities without prior written approval, consistent with this directive.

Page 12 of 16; replace Section II.C.5 and II.C.6 with the following language and add Attachment E:

5. State of Nebraska (State) agencies issue cell phones/smart phones (device) to employees as needed. State employees must follow the procedures outlined below for NDCS employees regarding the use of state-issued devices.

NDCS issues cell phones/smart phones (device) to certain employees ('individual') as needed to complete job duties. NDCS issues cell phones/smart phones to certain post assignments ('shared'). Facility Operational Memorandums will provide direction on maintaining accountability of 'shared' devices.

- a. No 'individual' state-issued devices may be brought into any of the ten NDCS correctional institution without prior written approval. A Cellular Device Institutional Use Request (Attachment E) will be used to request approval.

Once approved, human resources will issue the institutional use card, which will include team member photo, name, title, phone number, brand and model of the phone. To be valid, the information on the card must be accurate. Approval is granted based on the position held; when a team member changes positions, a new request must be submitted.

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- b. Prior to proceeding past the first institutional check point, the card and authorized device will be presented for verification. The card will be retained at the access point, providing inventory and tracking control.
- c. Upon exiting the institution, the device will be presented for verification, and the card returned to the individual.

State-issued devices may include camera or video functionality. Individuals issued such a device are required to abide by all departmental and institutional restrictions regarding photography in NDCS institutions and facilities. The taking of photos/video must be approved, in advance, by the warden or communications office.

- 6. Contractors working within one of the ten NDCS institutions may need cellular devices to complete work. These devices must be approved, in advance, using the Cellular Device Institutional Use Request (Attachment E).
- 7. Connecting personal devices to State computing resources presents a variety of security and administrative concerns. Employees are not authorized to connect personal smart phones, or similar devices, to the State computing resources, including to State email accounts. Any connection of personal devices must be pre-authorized in accordance with NITC Standard 5-204, requiring approval by the State of Nebraska Information Security Officer and by the Director of NDCS.
 - a. Personal cellular devices are not allowed into any of the ten NDCS correctional institutions. These devices may be stored in a designated area as defined by the facility OM.

DEPT OF CORRECTIONAL SERVICES

Use this form to request use of a cellular device beyond the front entrance, vehicle sally port or other security access point of a secure institution (NSP, TSCI, LCC, DEC, NCCW, OCC, NCYF, WEC, CCC-L, CCC-O). Complete section A below (attach additional detail, if needed) and applicable section of B, C, D, or E. Print the completed form and submit to direct supervisor.

SECTION A:

NEED - Describe your need to use a cellular device in a secure institution. This request will **ONLY** be considered if a compelling business need is clearly articulated. Specifically, that the need cannot be met without the use of a cellular device. Phone and email availability is not sufficient justification.

Name: _____ Title: _____

Phone Number (10 digit): _____ Brand: _____ Model: _____

IMPACT - What would be the most significant impact if you were not able to use a cellular device in a secure institution?

SECTION B. Multi-User Phone (Check one category)

OD Phone Type of OD: _____

Travel Order/Loaner Storage Location: _____ # Phones in this location: _____

SECTION C. Individually Assigned State Owned Phone (Check one category)

Special Team Use *SORT* *CERT* *CNT* Position on Team: _____

Incident Command Team Member Assigned Role: _____

DEPT OF CORRECTIONAL SERVICES

Primary Job Assignment in a Secure Institution Title: _____

Assigned a landline Yes No Assigned a radio Yes No

Assigned an office/work area Yes No Phone used for 24/7 contact Yes No

Primary Job Assignment Not in a Secure Institution (includes positions outside the secure perimeter)

Carry a radio at secure insitution Yes No Escorted by inst. staff at all times Yes No

SECTION D: Other State Agency (submit directly to NDCS Director)

Agency: _____ Title: _____

Carry a radio at secure institutions Yes No Escorted by inst. staff at all times Yes No

SECTION E. Contractor Phone

Contractor Phone Start Date: ____ / ____ / 20____ End Date: ____ / ____ / 20 ____

Work assignment: _____ Institution: _____

Originator: _____ Date: _____

Supervisor: _____ Date: _____ Approved Denied

Warden/Prog Admin: _____ Date: _____ Approved Denied

Director Review

Reviewed By: _____ Date: _____ Approved Denied

HR

Card Printed By: _____ Date: _____