

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES

INFORMATION TECHNOLOGY POLICY

Name Of Policy Use of DHS Wireless Communications Devices	Number: POL-ENSS001
Domain: Network	Category: Wireless Telephones
Date Issued: 07/16/2007	Issued By Direction Of: 
Date Revised: 03/07/2016	Clifton Van Scyoc, Chief Technology Officer

Abstract:

A Wireless Communications Device transmits and receives data, text, and/or voice without being physically connected to a network. This definition includes but is not limited to such devices as cellular telephones and wireless data devices (e.g., Blackberry Devices). The portability, small size, coverage area and capabilities of these devices make them an attractive option for a variety of data communication needs.

The Department of Human Services currently provides these devices to individuals that have proven that they have a legitimate need for such a device.

General:

This document shall establish Department policies regarding the acceptable use of DHS issued wireless communications devices and the procedures for procuring and monitoring their use. This policy applies to all departments, offices and bureaus within the Department of Human Services.

Policy:

Commonwealth Policy

The Commonwealth has issued a "[Commonwealth Wireless Communication Policy](#)" management directive (240.11) addressing the use of these devices. The directive states that it is the individual agencies' responsibility to monitor and control the use of such devices and to advise its workforce in proper and acceptable use of them.

DHS Policy

The Department of Public Welfare has offices in all 67 counties which provide a variety of services to the citizens of the Commonwealth. In order to provide technical and operational support to these offices a lot of time is spent traveling to these remote sites. During the period of time employees are away from their office they must be available to address issues that may arise. For this and a variety of other reasons some individuals require the use of such devices in the course of performing their normal duties as an employee of the Department of Human Services (DHS).

The Department of Public Welfare has issued a [Procedures related to DPW Wireless Communications](#) document that establishes Department rules regarding the acceptable use of wireless communications devices as well as the procedure for requesting, approving and ordering of these devices.

The above document outlines:

- Requesting a wireless device
- Procurement procedure
- Responsibility of users supervisor and program office wireless device point of contact
- Terms and conditions of wireless device usage
- Exchanging and upgrading wireless devices
- Reporting the accidental loss or theft of such devices/media

Exemptions from this Policy:

There will be no exemptions to this policy.

Refresh Schedule:

All policies and referenced documentation identified in this document will be subject to review and possible revision annually or upon request by the DHS Information Technology Standards Team.

Policy Revision Log:

Change Date	Version	Change Description	Author and Organization
07/16/2007	1.0	Initial Creation	R. Sage / R. Whapeles
06/29/2010	1.0	Reviewed content – No changes	Matt Messinger
02/25/2011	1.0	Reviewed content – No changes	Doug Rutter
11/18/2013	1.0	Reviewed content – No changes	Matthew Messinger
03/27/2015	1.1	Reviewed, changed DPW to DHS	Bob Gordon, BIS-DTE
03/07/2016	1.1	Reviewed content – No changes	Aamir Qureshi, BIS-DTE