**COMMONWEALTH OF PENNSYLVANIA**  **HEALTH & HUMAN SERVICES DELIVERY CENTER**

**INFORMATION TECHNOLOGY POLICY**

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| Name of Policy **Use of Wireless** | Number: |
| **Communications Devices** | **POL-ENSS001** |
| Domain: | Category: |
| **Network** | **Wireless Telephones** |
| Date Issued: | Issued by Direction Of: |
| **07/16/2007** |  |
| Date Revised: | Sandy K. Patterson, CIO |
| **08/05/2020** | **Health & Human Services Delivery Center** |

# 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., iPhones and Air Cards). The portability, small size, coverage area and capabilities of these devices make them an attractive option for a variety of data communication needs.

The Health and Human Services Delivery Center (HHS DC) through the Technology Service Office (TSO) currently provides wireless communications devices to individuals that have proven that they have a legitimate need for such a device.

# General:

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

# Policy:

## Commonwealth Policy

The Commonwealth has issued management directive, [MD 240.11](https://www.oa.pa.gov/Policies/md/Documents/240_11.pdf) [Commonwealth Wireless Communication Device Policy](http://docushare.dpw.lcl/docushare/dsweb/Get/Document-2218178/240_11.pdf) that addresses 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.

## HHS DC Policy

HHS DC supports numerous offices throughout the Commonwealth for the Departments of Health (DOH), Human Services (DHS), Aging (PDA), Drug and Alcohol Programs (DDAP) and Military and Veterans Affairs (DMVA).

In order to provide technical and operational support to these offices significant 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 HHS DC.

HHS DC has issued the [Procedure for the “Use of Wireless Communications](http://docushare.dpw.lcl/docushare/dsweb/Get/Document-2218178/Procedures%20for%20the%20Use%20of%20DPW%20Wireless%20Communications%20Devices.doc) Devices” that establishes 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 user’s 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 HHS Delivery Center Domain Leads.

# Policy Revision Log:

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| --- | --- | --- | --- |
| **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 |
| 03/19/2020 | 1.1 | Reviewed, Changed MD 240.11 link | Matt Baddorf, HHS TSO |
| 08/05/2020 | 1.2 | Removed signature. | P. Gillingham HHS TSO |