



Illinois Department of Corrections

Administrative Directive

Number: 02.15.103	Title: Department Cell Phones	Effective: 7/1/2024
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Acting Director
Supersedes:	02.15.103 effective 7/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-13, 5-ACI-1B-14
Referenced Policies: 01.02.109, 02.70.101, 02.70.105	Referenced Forms: DOC 0014 – Cell Phone Acquisition Request DOC 0434 – Incident Report V196B – E-Telecommunications Service Request (E-TSR)

I. POLICY

The Department shall issue cell phones in accordance with the provisions of this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for obtaining approval for the acquisition of cell phones by Department employees.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. The Central Office Telecommunications Coordinator shall acquire and distribute all Department cell phones.
2. Cell phones shall remain the property of the Department and shall only be used for official State business in accordance with Administrative Directive 01.02.109.

F. Requirements

1. The Central Office Telecommunications Coordinator ("Telecommunications Coordinator") shall:
 - a. Upon request, acquire cell phones for assignment to authorized staff; and
 - b. Maintain an inventory of all Department cell phones in the Department of Innovation and Technology (DoIT) managed accounting system. The inventory shall identify:

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- (1) The Electronic Serial Number (ESN);
- (2) The cell phone number;
- (3) The name and work location of the employee to whom the cell phone is assigned; or assignment and work location if the cell is shared, and
- (4) The date the cell phone was issued to the employee and, if applicable, returned to the supervisor or the Telecommunications Coordinator.

2. General Office

The supervisor of each general office unit shall:

- a. Issue cell phones to staff, as needed, in accordance with Paragraph II.G.1.;
- b. Review and reconcile DoIT provided telecommunications invoices monthly;
- c. Report changes to the Office of Telecommunications immediately, including but not limited to:
 - (1) Retirement;
 - (2) A name change;
 - (3) Transfer to another facility or office; or
 - (4) Termination.
- d. Electronically submit signed invoices to central office accounts payable as directed by central office Accounts Payable;
- e. Establish and maintain a list of all cell phone assignments at their facility; and
- f. Return to the Telecommunications Coordinator unassigned cell phones that have not been reassigned for a period not to exceed 30 days.

3. Correctional Facilities

- a. The Chief Administrative Officer (CAO) of each facility shall:
 - (1) Designate an employee to serve as the facility liaison to the Telecommunications Coordinator for tracking and distributing cell phones;
 - (2) Submit the name of the liaison to the Telecommunications Coordinator and update as necessary;
 - (3) Issue cell phones to staff, as needed, in accordance with Paragraph II.G.2.; and
 - (4) Return to the Telecommunications Coordinator unassigned cell phones that have not been reassigned for a period not to exceed 30 days.
- b. The facility liaison shall:
 - (1) Establish and maintain a list of all cell phone assignments at their facility;

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- (2) Review and reconcile DoIT provided telecommunications invoices monthly; and
- (3) Report changes to the Office of Telecommunications immediately, including but not limited to:
 - (a) Retirement;
 - (b) A name change;
 - (c) Transfer to another facility or office; or
 - (d) Termination.

G. Requests for Cell Phones

Requests for Department cell phones shall be processed as follows:

1. General Office

Upon determination that the employee's job duties require the use of a personally assigned or shared cell phone, the employee's supervisor shall determine if a cell phone is available within their unit.

- a. If an unassigned cell phone is available within their unit, the supervisor shall notify the Telecommunications Coordinator of the change in cell phone assignment.
- b. If there are no previously assigned cell phones available:
 - (1) The supervisor shall complete and forward the Cell Phone Acquisition Request, DOC 0014, to the Telecommunications Coordinator; and
 - (2) Upon receipt of the DOC 0014 the Telecommunications Coordinator shall:
 - (a) Submit an E-Telecommunication Service Request (E-TSR), V196B, to DoIT Telecom Provisioning via email;
 - (b) Update the inventory in accordance with Paragraph II.F.1.b.; and
 - (c) Retain one copy of the DOC 0014.

2. Correctional Facilities

Upon determination that the employee's job duties require the use of a personally assigned or shared cell phone, the employee's supervisor shall determine if a cell phone is available within their unit.

- a. If a cell phone is available, the supervisor shall notify the facility liaison, who shall notify the Telecommunications Coordinator of the change.
- b. If there are no cell phones available:
 - (1) The employee's supervisor shall complete and forward a DOC 0014 to the CAO.
 - (2) The CAO shall review the request to determine if there is sufficient justification for the assignment.

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- (a) If approved, the CAO shall document their recommendation for approval on the DOC 0014 and forward the form to the Telecommunications Coordinator.
- (b) If denied, the CAO shall document their denial on the DOC 0014 and return the form to the employee's supervisor.
- (3) Upon receipt of the DOC 0014, the Telecommunications Coordinator shall process the request in accordance with Paragraph II.G.1.b.(2).
- (4) Upon receipt of the new cell phone and approved DOC 0014 the facility liaison shall update the facility cell phone assignment list.

H. Unassigned Cell Phones

1. General Office

- a. Upon determination that the employee's job duties no longer require the use of a personally assigned or shared cell phone, the employee's supervisor shall:
 - (1) Notify the Telecommunications Coordinator of the change.
 - (2) Retain the cell phone for reassignment within the unit for a period not to exceed 30 days. Upon reassignment, the supervisor shall assign the cell phone in accordance with Paragraph II.G.1.
- b. If, after a period not to exceed 30 days, the cell phone has not been reassigned, the supervisor shall update the cell phone list and return the cell phone to the Telecommunications Coordinator who shall:
 - (1) Update the inventory in accordance with Paragraph II.F.1.b.; and
 - (2) Process the cell phone in accordance with local procedures.

2. Correctional Facilities

- a. Upon determination that the employee's job duties no longer require the use of a cell phone, the employee's supervisor shall:
 - (1) Notify the facility liaison of the change.
 - (2) Retain the cell phone for reassignment within the unit for a period not to exceed 30 days. Upon reassignment, the supervisor shall assign the cell phone in accordance with Paragraph II.G.2.
- b. If, after a period not to exceed 30 days, the cell phone has not been reassigned, the supervisor shall update the cell phone list, notify the facility liaison and return the cell phone to the Telecommunications Coordinator.
- c. Upon receipt of the cell phone, the Telecommunications Coordinator shall:
 - (1) Update the inventory in accordance with Paragraph II.F.1.b.; and
 - (2) Process the cell phone in accordance with local procedures.

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I. Transfer or Termination

When an employee is transferred from a facility, separates from employment or is no longer in a position requiring a cell phone, the supervisor shall ensure that the employee returns the cell phone or follows the process outlined in Paragraph II.G.1. or II.G.2., as applicable, to transfer the cellular device to the new facility. Returned cell phones shall be processed in accordance with Paragraph II.H.1. or II.H.2., as applicable.

J. Emergency Requests

The Telecommunications Coordinator or the CAO, as applicable, may issue cell phones on verbal requests for emergency situations; however, the request shall be processed in accordance with Paragraph II.G.1. or II.G.2., as applicable, as soon as possible. If the request is denied, the cell phone shall be immediately returned.

K. Lost or Stolen Cell Phones

When a cell phone is determined to be lost or stolen, the employee shall:

1. Notify their supervisor and the facility liaison.
2. Submit to their supervisor a completed Incident Report, DOC 0434, and send a copy to the Telecommunications Coordinator, in accordance with Administrative Directive 01.02.109.

L. Repair, Replacement or Upgrades

When a cell phone is determined to need repair or replacement, the employee shall notify the facility liaison, and:

1. Return the cell phone to the Telecommunications Coordinator; or
2. Obtain the approval of the Telecommunications Coordinator for the repair or replacement, and submit to the Telecommunications Coordinator all vendor paperwork determined necessary.

M. Return and Recycling of Cellular Equipment

The Telecommunications Coordinator shall ensure cellular equipment is recycled in accordance with Central Management Services Procedures.

N. Property Control and Reporting

Property Control of Cellular equipment shall be in accordance with Administrative Directives 02.70.101 and 02.70.105. The Office of Telecommunications shall provide annual inventory and equipment expenditure reports to Fixed Assets/Property Control Unit due at the conclusion of the fiscal year. All inventory information is permanently stored in a DoIT provided accounting system in electronic format.