



Arkansas Parole Board
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ADMINISTRATIVE DIRECTIVE: 08-02 CELL PHONE USE

TO: ARKANSAS PAROLE BOARD

FROM: LEROY BROWNLEE, CHAIRMAN PAGE 1 of 2

APPROVED: SIGNATURE ON FILE EFFECTIVE DATE: April 16, 2008

- I. APPLICABILITY.** This policy applies to Arkansas Parole Board (APB) Commissioners, Hearing Examiners, support staff, extra help, and others authorized by the Chairman to use APB cellular telephones (cell phones) and/or other communication devices.
- II. POLICY.** It is APB policy to provide cell phones/communication devices as appropriate and to ensure their effective use. Cell phones/communication devices will be distributed to designated staff members upon the approval of the Chairman. Distributing cell phones /communication devices to appropriate staff members is meant enhance the efficiency of APB operations. Therefore, APB-issued cell phones/communication devices are to be used for official state business only.
- III. CELL PHONE/COMMUNICATION DEVICE GUIDELINES.** Agency issued cell phones and other communication devices are for state business use only. Text messaging (sending or receiving) is strictly prohibited from all APB-issued cell phones/communication devices. No employee is authorized to download games, ring-tones, ring-back tones or other personalized, non-business related, features to the device. Any employee that downloads non-business related features, or engages in text messaging, shall reimburse the agency for the expense and will be subject to disciplinary action, up to and including termination. When an employee is out of their service area, their phone should only be used in essential situations in order to limit roaming charges.
 - A. Employees with cell phones/communication devices are responsible for:**
 1. Securing and maintaining any issued cell phone or other communication device.
 2. Immediately reporting any missing and/or stolen device.
 3. Adhering to any building restrictions on use or possession of a cell phone/communication device while on that property. Under no circumstances are APB employees allowed to carry a non-state issued cell phone or communication device into a DCC residential center or ADC facility.
 - B. The Fiscal Manager is responsible for:**
 1. On a monthly basis auditing the usage of all APB cell phones and reporting all suspected abuses to the Chairman.

IV. ATTACHMENTS

AD 08-02 Form 1 – Employee Acknowledgement

