

**STATE OF UTAH-DEPARTMENT OF HUMAN SERVICES (DHS), DIVISION OF JUVENILE JUSTICE SERVICES (JJS)  
STATE-PROVIDED "CELL PHONE / HOT SPOT" REQUEST AND AGREEMENT (FORM A)**

\_\_\_\_\_ (Employee, Print Name)      **Circle one:** CELL PHONE / HOT SPOT

The Department of Human Services, Division of Juvenile Justice Services (Agency) has determined the employee named above must have a cell phone/hotspot (device) for the following reasons (initial by all which apply):

- \_\_\_\_\_ The Agency needs to be able to contact the employee for business emergencies
- \_\_\_\_\_ The Agency requires the employee be able to communicate with clients and respond to important emails
- \_\_\_\_\_ The Agency requires the employee to have a secure internet connection (*hotspot only*)
- \_\_\_\_\_ Other Reason (specify): \_\_\_\_\_

**By signing below, the employee confirms he/she has read, understands, and will abide by the listed conditions and policies**

- 1) Policies: *DHS policy and procedure 06-02 on Cell Phones and Land-line Telephones; DHS policy and procedure 06-04 on Appropriate Use of Information Technology Resources; Administrative Rule 895-7 on Acceptable Use of Information Technology Resources; and DTS Technology policy 5000-003 on Enterprise Mobile Device Policy.*
- 2) The employee agrees to use the device substantially for business purposes. Personal use shall be minimal and limited to incidental or occasional use. Any use that increases the cost to the State must be paid by the employee.
- 3) The employee will notify the cell phone coordinator immediately if any device is lost or stolen. The employee is expected to take reasonable care to protect the device from loss, theft, damage, etc.
- 4) If more than one employee shares the cell phone usage, the employee agrees to sign the Shared State Cell Phone Checkout Sheet (Form C) each time the cell phone is used by the employee.
- 5) The employee understands that any data (personal or business) on the cell phone may be reviewed in the event of a Government Records Access Management Act (GRAMA) request.
- 6) Use of the state-provided device will be terminated and the device returned to the Agency when the business need for the device's service is no longer justified, the employee leaves employment, or other management decision.
- 7) This agreement shall be annually reviewed by the employee and the Agency, and signed by all parties by May 30.

Standard Plans: T-Mobile = The cell phone device is assigned JJS's negotiated standard plan of unlimited minutes and text (including picture text), and 2 GB of data at high speed (more data available at lower speeds). The hotspot device is assigned JJS's negotiated standard plan of 5 GB of data at high speed (more data available at lower speeds). A total of five (5) devices may be connected to the hotspot device, which is password protected. Because the device(s) is provided to the employee for valid business reasons, the value of the service is not taxable to the employee.

\_\_\_\_\_

**State cell phone user's Signature**

\_\_\_\_\_

Date

\_\_\_\_\_

**Supervisor's Signature**

\_\_\_\_\_

Date

\_\_\_\_\_

**APD Signature**

\_\_\_\_\_

Date

**OFFICE USE ONLY**

Form Revision Date 2/10/2016

|                              |  |
|------------------------------|--|
| WORK LOCATION / JOB TITLE    |  |
| PHONE NUMBER / TRACKING #    |  |
| DEVICE CARRIER / MODEL       |  |
| DEVICE IMEI                  |  |
| DEVICE SIM                   |  |
| REPLACEMENT NOTES (optional) |  |

