

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
144**

**MOBILE DEVICES**

**Supersedes:** AR 144 (Temporary, 06/21/12); 10/15/12; (Temporary, 02/13/17);

**Effective Date:** 03/07/17

**AUTHORITY:** NRS 209.417; NRS 209.419; NRS 242.057 NRS 212.165

**PURPOSE**

The purpose of this regulation is to provide guidelines regarding the appropriate use of mobile devices that can be used for data and/or voice communication to protect and secure the safety of inmates, staff and the public.

**RESPONSIBILITY**

The Deputy Director of Support Services is responsible for the administration of this policy.

The Chief Information Technology (IT) Manager is responsible for the implementation and interpretation of policies for mobile devices.

The Warden or manager of an institution or facility is responsible to ensure that no inmate or staff has access to a mobile device that contradicts existing law and to ensure compliance with this regulation.

All staff members are responsible to have knowledge of and comply with this regulation.

**144.01 MOBILE DEVICES**

1. Any device or apparatus associated with a device that enables an inmate to communicate with a person outside the facility or institution is considered to be a mobile device.

A. Such items include, but are not limited to, a telephone, a cellular/smart phone, a tablet, e-reader, a transmitting radio or computer that is connected to a computer network through the use of wireless technology or is otherwise capable of communicating with a person or device outside an institution or facility.

B. Inmates may have access to telephones in Silver State Industries that are limited to work related issues. Such phone access must be supervised by NDOC employees.

2. All NDOC employees, representatives of other state agencies, contractors, vendors, or other persons who access NDOC institutions or facilities must have received prior written approval from the Warden or Facility Manager prior to entering any NDOC facility with a mobile device.

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- A. The authority cannot be delegated.
- B. The Warden or Facility Manager's decision can be appealed to a Deputy Director. The Deputy Director's decision is final.
- C. A Deputy Director or Warden may grant one-time, personal approval for the use of a mobile device under exceptional circumstances, i.e., health, safety, or security.

- (1) The individual granted such approval must complete and sign DOC Form 006 prior to review or action taken by the Warden, Facility Manager or Deputy Director.

- 3. All employees are required to sign a Mobile Device Acknowledgment form (DOC Form 003).
- 4. Request for approval of possession of mobile devices must be submitted via the Chain of Command using DOC Form 006, Request to Possess Mobile Device. A signed DOC 003, NDOC Electronic Device Acknowledgment Form, must also be attached to the request.

- A. The Mobile Device forms must be re-submitted if:

- (1) The mobile device is replaced or upgraded;
    - (2) The employee departs the agency or changes their position; or
    - (3) There is significant change of authorized applications or data.

- 5. The use of any mobile device is a privilege. Approval may be revoked at any time without cause.

- 6. All persons authorized to carry a mobile device must file their approval forms with the NDOC Human Resource Office.

- 7. Upon request of the Inspector General's (IG) Office, all persons authorized to carry a mobile device must consent to review of their telephone records or Internet provider records of the approved mobile device.

- A. Failure to comply will result in an immediate suspension of the privilege, and may result in disciplinary action.

- 8. Violation of this procedure may be prosecuted under criminal statutes, as well as employee discipline pursuant to AR 339 or inmate discipline pursuant to AR 707.

- 9. The Department Information Service Officer (ISO) or ISO designee must audit agency Mobile Device agreements on file against Department email accounts with mobile device access enabled, no less than annually. All email accounts found with mobile device access enabled should have mobile device agreements on file which match the mobile device(s) in use by authorized individuals.

## **144.02 DEPARTMENT ISSUED COMMUNICATION DEVICES**

1. NDOC owned mobile devices may include cell phones, lap top computers, tablets, radios, or other electronic device. Any NDOC mobile devices which are issued to employees for use in the operation of their assigned employment duties, remain the property of the NDOC, and must be returned at employment termination or upon request.
2. Users of NDOC owned mobile devices must adhere to the same procedures indicated in section 144.01 above.
3. The possession of an NDOC owned communication device does not allow the employee to claim overtime, compensatory time, stand-by pay or call back pay. A supervisor must pre-approve these types of overtime or pay status in all cases as required in AR 320.

## **144.3 NON-DEPARTMENT OWNED MOBILEDEVICES**

1. NON-NDOC owned mobile devices may include cell phones, lap top computers, e-tablets, radios, or electronic communication devices.
2. Users of NON-NDOC owned mobile devices must adhere to the same procedures indicated in section 144.01 above.
3. The possession of an NON-NDOC owned mobile device does not allow the employee to claim overtime, compensatory time, standby pay or call back pay. A supervisor must pre-approve these types of overtime or pay status in all cases as required in AR 320.
4. NON-NDOC owned mobile devices will not be connected to any Department device or network, directly or indirectly, unless determined by Department management to be a business necessity, and explicitly authorized thorough approval of DOC 006 (request to possess) and DOC 003 (device acknowledgement) forms.

## **144.4 PHYSICAL SECURITY**

1. Appropriate care will be taken by employees and Department management to ensure that any physical loss or damage of a mobile device is minimized.
2. Any mobile devices that are, or are suspected to be, lost or stolen must be reported to the Department ISO / MIS Help Desk, within 24-hours, or sooner.

## **144.5 DATA SECURITY**

1. Mobile devices used to store Department data shall be password protected, in accordance with appropriate State, and Department security policies, standards, and procedures. If the mobile device cannot meet the requirements, the device not be allowed to access the Department internal network, nor connect to any device that is attached to the Department internal network.
2. Confidential, restricted or internal use data will only be maintained on mobile devices if said data is encrypted in accordance with the identified data classification level. Examples of these

types of data include, but are not limited to: Internal-use only memorandums, documents listed as confidential, HIPAA/PHI privacy act protected information.

3. Mobile devices that contain restricted or confidential data must meet authentication requirements for the identified data classification level. Data will not be stored, transported or otherwise maintained on a device that is not in compliance with the identified data classification level.

### **APPLICABILITY**

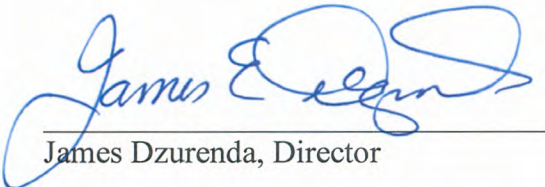
1. This AR requires an Operational Procedure (OP) for the division, institution and facility.
2. This AR requires an audit.

### **REFERENCES**

ACA 4<sup>TH</sup> Edition 4-4100,

### **ATTACHMENTS**

DOC 003 – Mobile Device Acknowledgement Form  
DOC 006 – Request to Possess Mobile Devices Form

  
\_\_\_\_\_  
James Dzurenda, Director

3/7/17  
Date



## Information Technology and Mobile Devices AR Acknowledgment Form

Full Legal Name: \_\_\_\_\_  
(Print legibly)

State of Nevada Employee ID Number: \_\_\_\_\_

Or

NDOC Contractor ID Number: \_\_\_\_\_

Sample

I have read, and understood, and agree to abide by the Nevada Department of Corrections (NDOC) Administrative Regulations 140, 141, 143 and 144 with regards to the use of Information Technology (IT) and Mobile Devices. I agree to abide by these regulations, as well as all applicable federal, state and local laws regarding Information Technology and Mobile Devices. I understand and agree that my access to and use of any NDOC or other State of Nevada IT or Mobile resource is contingent upon receipt of this signed form by NDOC Human Resources (State employees) and/or MIS Help Desk (State employees, contractors, etc.), and such usage may be revoked at any time upon violation of the referenced regulations or laws. I also acknowledge that failure to comply with the Administrative Regulations or laws may result in formal investigation by the Office of the Inspector General, disciplinary action, and/or criminal prosecution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: NDOC HR File (State employees only)  
IT/MIS Help Desk (All employees, contractors, attorneys, etc.)

DOC 003 (3-17) (Replaces DOC 1046)

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# NDOC Request to Possess Mobile Devices

Name: \_\_\_\_\_ NDOC Employee ID Number: \_\_\_\_\_

If **not** a NDOC employee: Name of employer/business: \_\_\_\_\_

Type of business: \_\_\_\_\_ Specific Contract or Expiration Date: \_\_\_\_\_

Business address: \_\_\_\_\_ phone #: \_\_\_\_\_

Location(s) where Mobile device will be used: Institution/Division: \_\_\_\_\_

Description of Mobile Device:

Name: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Telephone Number, if applicable: ( \_\_\_\_\_ ) \_\_\_\_\_

Basis for Request: \_\_\_\_\_

Sample

The Employee is responsible to:

- Completely fill out this form and submit for signatures
- Protect the mobile device and data from loss, destruction, unauthorized modification or disclosure
- Immediately report loss or theft of the mobile device, or suspected IT security breach to the Department ISO / ITS Help Desk

I understand and agree to abide by the Nevada Department of Corrections (NDOC) Administrative Regulation 144. I further agree such usage may be revoked at any time without cause; upon request of the Inspector General's Office to provide the telephone records or internet provider records; and violation of this procedure may result in disciplinary action and/or criminal prosecution. I understand that the possession of an (non)-NDOC owned communication device does not allow me to automatically claim overtime, comp time, standby pay or call back pay. I understand that a supervisor must pre-approve these types of overtime or pay status in all cases as required in AR 320.

Requestor Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>RECOMMENDATIONS:</b>	
Requestor's supervisor (including non-NDOC agencies): _____ Signature	Approve <input type="checkbox"/> Deny <input type="checkbox"/> _____ Date
Warden/Division Head Recommendation: _____ Signature	Approve <input type="checkbox"/> Denied <input type="checkbox"/> _____ Date

<b>APPEALS ONLY - Deputy Director:</b>	
_____ Signature	Approved <input type="checkbox"/> Denied <input type="checkbox"/> _____ Date

cc: Requestor, Warden, Deputy Director, P-File, Division Head, File, IT Department

DOC 006 (02/17)