



Oregon

Department of Corrections Wireless Communication Device Order/Change Request Form



Requestor Information

Requestor Name: _____ Work phone: - -
 Division/Unit: _____ Cost Center # _____
 CC Approver Name: _____ CC Signature: X _____

Request options (check all that apply):

Service options	User options	Device options
New Line of Service	User Name/Info Update	Device Repair/Replace
Cancel Service	Change to Different User	Device Lost/Stolen
Billing Information Change	This is a Check-out Device	Device Change
Port Request	This is an Emergency Line of Service	Device Return

NOTE: End user must sign the attached device agreement and statement of responsibility form and return with order/approval form.

Request Information

Current Information	New Information/New Service
Phone#:	Phone#:
End Username:	End Username:
Work Location:	Work Location:
Device Type:	Device Type:
iPhone Color:	Estimated Usage:
Hotspot in Use : Yes No	Add Hotspot: Yes No

NOTE:

Device accessories may be purchased by sending a request to DOC.cellaccessoryrequests@doc.state.or.us

Delivery Information

Oregon Dept. of Corrections _____ Notes: _____
 Ship To ATTN: _____
 Address: _____
 City, State, ZIP: _____

Business Need for Device:

On-Call Status ___ Travel ___ Critical Response ___ Productivity ___ Emergency ___ Other (Specify) _____

APPROVAL

Program Manager Signature:

Print/Type Name: _____ Signature _____

PLEASE NOTE: Request will not be processed without completed and signed agreement and statement of responsibility form.

Device Agreement and Statement of Responsibility Form

Guidelines:

- Other than for reporting emergencies, state issued wireless devices should only be used when other less costly methods of communication are not readily available, e.g. land-line phone or DOC computer.
- State issued devices should be used for state business, emergency situations as described above, or to notify family members of a late arrival home due to work reasons.
- Wireless service bills will be reviewed by managers, DOC Information Technology Services (ITS), DOC Investigations, and auditors.
- Employees who are found to be abusing device privileges may be subject to disciplinary action.
- Cellular telephone calls can be expensive and should be kept to a minimum, both in number of calls and length of call. Cellular phone/Android/Data users should always try to use less expensive means of communication when they are available, e.g. land-line phone, pager, or calling card.
- Employees should avoid giving out their cell phone or pager number as their primary phone number. Exceptions to this would be for employees who are constantly away from their workstation to perform their duties.
- Upon receipt of your cell phone, set up voice mail with name of user, and office location. On shared phones, set up voice mail with office location and land-line contact phone number.
- Secure your state issued cell phone/Android/Data Device while you are not using it, and report all lost or stolen devices immediately to DOC ITS via the Help Desk to discontinue or suspend service.
- While operating a vehicle, state issued devices should be used in accordance with national and state laws.
- Users should not forward state issued devices to their personal phone numbers and personal phone numbers should not be forwarded to state issued devices.

By signing the agreement, I acknowledge that I have read and understand the DOC Telecommunications Policy 10.1.2 and the above listed guidelines.

Employee Signature

Date

Print Name

Division & Section