



Policy for Assigned Devices

To ensure control of limited resources and to minimize costs to the Department of Forensic Sciences, the conditions below are outlined for the assignment of DFS electronic mobile devices (e.g. tablets, laptops, smartphones, etc.). All government-owned devices may be removed from the employee's possession at any time. All devices should be used only to conduct official business. Assigned devices and cell data are subject to random checks to ensure appropriate and authorized usage. Any violations will result in immediate removal of the device, may result in the employee's repayment of fees for unauthorized use, and/or disciplinary action. All authorized individuals with assigned devices must complete the "Cellular Equipment Assignment Agreement" and/or the "Mobile Equipment Assignment Agreement" and follow OCTO policies for securing and protecting the assigned devices and information. Resource Allocation Officer will be responsible for the accounting and documentation of all resources.

Employees will be held financially responsible for loss or damage to the assigned device(s). CSS employees will be required to provide a memo of explanation if the cell phone is lost or damaged while working a crime scene in order to have the replacement fee waived.

Conditions for eligibility:

- Only DFS Directorate members are eligible for assigned data-enabled tablets or laptops, and cellphone/smartphones.
- Unit Managers for each Directorate are eligible for non-data-enabled tablets or laptops, and cellphone/smartphone, pending each Division Director's identification of funds in their RTS and supplies budget.
- Emergency designated employees may be eligible for non-data-enabled iPads or laptops, and cellphone/smartphone, pending each Division Director's identification of funds in their RTS and supplies budget.
- Crime Scene Scientists detailed to work crime scenes may be eligible for cell phone/smartphones.
- A limited number of individuals participating in the DFS Quality Assurance/accreditation process may be assigned (on a limited timeframe) non-data-enabled iPads to allow their use of the ISO17025 Accreditation App.
- Division Directors must provide a written justification and requirements for the need for each requested mobile device for their employees.