SOUTH DAKOTA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE			POLICY NUMBER 100-13	PAGE NUMBER 1 OF 4
			DISTRIBUTION:	Public
			SUBJECT:	Staff Allowance for Use of Personal Remote Access Devices
RELATED STANDARDS:	None		EFFECTIVE DATE:	September 01, 2026
			SUPERSESSION:	09/01/2025
DESCRIPTION: General Administration		REVIEW MONTH: August	**NICK LAMB** **SECRETARY OF CORRECTIONS**	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that the department may provide allowance to approved staff members for the use of personally owned remote access devices, including mobile devices and smartphones, for state business.

II. PURPOSE

The purpose of this policy is to define requirements regarding the use of personally owned remote access devices to access state resources.

III. DEFINITIONS

Remote Access Device (RAD):

Includes smartphones such as iPhones and Androids; mobile computing devices such as iPads and notebooks; and other non-state workstations or any other internet capable computing device that is mobile or outside the management of the Bureau of Information & Technology (BIT).

IV. PROCEDURES

1. Allowance for Use of a Personal RAD:

A. Requesting allowance for the use of a personal RAD and its corresponding cellular communication/data plan/contract to conduct state business is strictly voluntary and the sole responsibility of the requesting staff member.

B. Staff members who have been issued a DOC owned RAD are not eligible for allowance for use of a personal RAD to conduct state business.

C. The DOC shall approve an allowance amount which shall be issued to approved staff to defray costs of supporting a personal RAD with cellular communication service that is used to conduct DOC business.

D. The DOC will review the allowance annually. Maximum allowance amounts issued by the DOC to staff shall be adjusted based on the negotiated contract rate set by BIT for state smart phone/RAD services.

E. The monthly allowance amount may not exceed the amount incurred by the DOC for department owned/issued RADs and the corresponding cellular communication plans.
   1. The allowance amount issued to staff for each month may not exceed the actual cost of that portion of the staff member's communication/data plan providing service to the staff owned RAD.

F. Staff requesting allowance must submit a state expense voucher and a copy of the cellular communication bill to the DOC business office as directed. Documents must include the total cost of providing cellular communication service to the personal RAD.

2. Staff Responsibilities:

A. Staff requesting allowance are responsible for obtaining a cellular communication plan and the personal RAD device meets the required level of service defined by BIT and the DOC. The personal RAD and its supporting plan must be compatible with the DOC's required technical specifications.
   1. The DOC will not reimburse or otherwise pay for any costs associated with "upgrades" or other non-essential changes to a staff member's cellular communication plan or personal RAD.
   2. The DOC may block any personal RAD from accessing the DOC data system if the device falls out of compliance, is not in good working order, or fails to meet the minimum technical specifications/requirements set by the DOC and/or BIT.
   3. All personal RADs are at risk of attack from spyware, malware, and other security breaches. To protect data stored within the personal RAD and data systems the personal RAD may access, staff will ensure the device's anti-malware software is enabled and up-to date.
   4. Staff will not use the personal RAD to access private or confidential data from the state computer system/databases, unless the staff member has proper authority and accessing such data is reasonably required for the staff member to perform their assigned duties. The staff member shall be responsible for protecting the security of private or confidential data accessed.
   5. To protect the confidentiality of any individual's PII which may be transmitted to or from a personal RAD, staff should ensure the communication containing PII is secured or encrypted. If large amounts of PII must be transmitted, or highly sensitive or confidential information is included in the transmission, this information/communication should not be sent to or by a personal RAD.

B. Staff must read the BIT Remote Access Device policy and complete the BIT Remote Access Device or Mobile Device Form at: https://servicedesk.sd.gov/sp before being eligible to receive allowance. Staff members are not required to complete the form if the personal RAD will only be used to send or receive telephone calls.

C. If a staff member receives an allowance for the use of a personal RAD to conduct DOC business, they must provide DOC with the telephone number assigned to the personal RAD.
   1. Staff must notify their supervisor within five (5) working days of activation if the telephone number assigned to the device changes.

D. Staff are personally responsible for complying with the provider's cellular communication service contract/plan supporting the personal RAD.
   1. In the event that a staff member leaves the job position that qualified for the allowance, or the staff member terminates employment with the DOC, that person will remain responsible for all contractual obligations, fees and costs of the personal cellular communication plan assigned to the device and the personal RAD after separation from DOC.
      a. Staff are responsible for all costs and fees associated with a change or cancellation to their personal cellular communication plan that may be due to the provider.
      b. Staff will not be reimbursed for the month in which they separate employment with the DOC. The DOC will not issue partial allowances.
   2. Staff are responsible for direct payment to the cellular communications provider for all service charges, penalties, and fees, including state and federal taxes. This includes any amount due that exceeds the allowance amount.

E. Staff must notify their supervisor within twenty-four (24) hours of the inactivation or termination of a personal cellular communication service contract/plan supporting a personal RAD.
   1. Staff are required to notify their supervisor and BIT Help Desk if a personal RAD used to conduct state business is lost or stolen.
      a. Staff must change the active directory password of the personal RAD immediately.
      b. Staff may be required to notify the cellular company providing service to the personal RAD to have the device remotely wiped, i.e., erasing all DOC data and applications stored on the personal RAD or accessible through the personal RAD, or deactivated.

F. Staff are responsible for backing up personal data/content stored on the personal RAD.
   1. If a security breach occurs involving a personal RAD, the staff member may be required by BIT/DOC to surrender the personal RAD to have it wiped and returned to original factory settings. DOC is not responsible for personal data that is lost through the reset process.
   2. BIT/DOC is not responsible for performing maintenance or updates on personal RADs.
   3. Staff will take necessary, reasonable steps to secure the personal RAD and all DOC data/information and communication accessible through the personal RAD from theft, loss, or unauthorized access.
   4. The DOC is not responsible for any damage caused by the inappropriate use of a personal RAD by the owner or others. This includes all adverse effects resulting from the intentional or unintentional actions of unauthorized users. Staff must ensure the personal RAD is always password secured when not in use.
   5. Staff are required to immediately notify their supervisor and BIT Help Desk if there is evidence to support the personal RAD has been used by an unauthorized person to access DOC data, PII, or other confidential information, including any possible compromise of data or information through inappropriate or unintentional access, use, or disclosure.
   6. Any staff member who is determined to have tampered with or removed any private or confidential data without authorization, divulged private or confidential data to unauthorized persons for unauthorized purposes, or accessed private, confidential, or PII for unauthorized purposes from a personal RAD may be subject to disciplinary action.
   7. The DOC is in no way responsible for personal RADs that are damaged, lost, or stolen, including during the commission of DOC business.

G. In the case that an e-discovery request or other legally mandated search of a personal RAD cannot be fulfilled remotely through the state server by BIT/DOC, the staff member may be required to surrender the personal RAD to the appropriate authorities.
   1. Use of a staff owned RAD to send or receive state/DOC electronic communications could result in the creation of a public record which is discoverable under a court order. Any data or information contained within the personal RAD may be ordered to be disclosed and made public.

H. Upon termination of employment with the DOC, staff may be required to demonstrate to their supervisor that all state-owned data has been removed from the personal RAD.

I. All DOC policies related to conduct of staff, code of ethics, and staff use of state technology or mobile communication devices shall apply to staff's use of a personal RAD used to conduct DOC business.

3. Eligibility and Approval:

A. Staff may only receive allowance per month for a cellular communication service supporting a personal RAD that meets the minimum compatibility criteria set forth by BIT and the DOC.

B. The staff member must be approved to use a personal RAD for DOC business in lieu of being issued a state-owned RAD. Supervisors shall consider the following:
   1. The staff member's job responsibilities require immediate and direct accessibility/response that cannot be accommodated by another device, e.g., landline telephone or computer.

2. The staff member's job responsibilities require a high degree of mobility during work hours such that the staff member cannot be reached in a timely manner at their primary workstation.
3. The staff member's job responsibilities require ready accessibility and response during non-business hours.

C. If the staff member meets one or more of the above criteria, the supervisor may approve the staff member to be eligible to use a personal RAD to conduct DOC business. Approved requests will be forwarded to the warden, director, secretary, or designees for final approval. The DOC business office must be notified of all approved allowances.

D. Staff approved by their supervisor to connect to the state email system must complete the Remote Access Device or Mobile Device Form and electronically submit this to BIT.

E. The supervisor or staff member is responsible for notifying the DOC business office if a staff member is no longer eligible to receive an allowance.

4. Right to Withdraw:

A. Receipt of a DOC issued allowance for a staff member's cellular communication service is not an entitlement and is not part of a staff member's salary. The amount the staff member receives is an allowance, not a reimbursement, and is taxable.

B. Participation in the agreement to receive allowance for use of a personal RAD for DOC business may be withdrawn at any time by either party.

5. Standards:

A. Institutional accounting system operations will be structured to indicate the current status of appropriations and expenditures based upon information and reports from the South Dakota Accounting System (SDAS).

B. Procedures associated with such allowances will comply with regulations as prescribed by the Bureau of Finance and Management (BFM) and the Office of the State Auditor.

V. RESPONSIBILITY

The deputy secretary of Corrections is responsible for the annual review and revision of this policy.

VI. AUTHORITY

None.

VII. HISTORY

September 2026
September 2025
September 2024
August 2023
February 2021

ATTACHMENTS

None.