

TO: Governor's Office Staff

FROM: Sarah London, Counsel to the Governor

DATE: July 2012

SUBJ: Policy regarding use of state-issued phones and other devices

State-issued telephones, mobile phones, computers, iPads, laptops and all other devices are intended for state business. Governor's Office staff should avoid personal use of such devices, except for minor or inconsequential use. Inconsequential use of state-issued devices includes use which for which the State will not incur any additional cost.

Governor's Office staff should take care to ensure that personal use of state-issued devices does not result in exceeding monthly telephone and data plan allowances. In the event personal use of a state-issued device results in additional cost to the State, including any overage charges or fees, the employee shall reimburse the State such costs.