



State of Louisiana

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

DESIRÉE W. HONORÉ¹
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2010-038

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, PHR 
Human Resources Director

SUBJECT: HR Policy #2D-0106 – Cellular Phones and Smart Phones

DATE: September 15, 2010

On September 15, 2010, the State Civil Service Commission approved HR Policy #2D-0106, Cellular Phones and Smart Phones, for the Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism.

Attached you will find a signed copy of the referenced policy for your review and compliance. The Phone Policy Acknowledgement and Certification Form (Attachment 1) is also enclosed. The Mobile Device Communication Authorization form (example attached) can be found in eForms on ChannelZ or via this link <http://www.crt.state.la.us/crtapps/mobile/>.

Please make this information available to the appropriate personnel. Should you have any questions or need clarification contact the Human Resources Office at (225) 342-0880.

RND:cm
Attachments

Please Post and Circulate