



<b>1084 MOBILE PRINTERS</b>	
Chapter: <b>Staff Responsibilities</b>	Section: <b>Standards and Expectations</b>
 <p>New Hampshire Division for Children, Youth and Families Policy Manual  Policy Directive: <b>17-36</b>  Effective Date: <b>June 2017</b>  Scheduled Review Date:</p>	<p>Approved:</p>  Christine Tappan, Senior DCYF Director
	Related Statute(s): <a href="#">RSA 169-B</a> , <a href="#">RSA 169-C</a> , and <a href="#">RSA 169-D</a> Related Admin Rule(s): <a href="#">PER 1000</a> Related Federal Regulation(s):

The Division for Children, Youth and Families (DCYF) believes that all children/youth, families, communities, and employees should be safe. The use of mobile devices by field staff, for the purpose of conducting state business while working outside of the office, is one way of supporting this belief. Mobile printers provide staff with accessibility to print necessary information to coordinate and support the safety, permanency, and well-being of children and youth.

### **Purpose**

This policy establishes standards and guidance for the use of DCYF-issued mobile printers.

### **Definitions**

"**DCYF**" or the "**Division**" means the Department of Health and Human Services' Division for Children, Youth and Families.

### **Policy**

- I. Office printers are preferred whenever possible since these are a more cost effective means of printing.
- II. DCYF-issued mobile printers are the property of the State of New Hampshire and issued to staff for conducting necessary DCYF work with children, families, providers, and other stakeholders.
  - A. The Division's issuance of mobile printers shall be based upon job assignment and operational necessity, at the discretion of the Bureau Chief of Field Services for Child Protection and Juvenile Justice.
  - B. DCYF-issued mobile printers shall be used for printing documents that cannot be printed at a later time in a Division office, including but not limited to, legal documents necessary at the time of an out-of-home placement.
  - C. DCYF-issued mobile printers must be used only for essential work-related tasks and not for personal use.
  - D. Staff issued mobile printers for business-related use must:
    1. Sign and comply with the Department of Information Technology [Mobile Device Security policy](#);

2. Sign and comply with the Department of Health and Human Services [Computer Use Agreement](#);
  3. Sign and comply with this policy;
  4. Adhere to DCYF and Department of Health and Human Services policies on [Confidentiality](#) and the [Health Insurance Portability and Accountability Act](#);
  5. Use the mobile printer in circumstances where there is privacy that the information printed is not publicly visible; and
  6. Stop their vehicle in a safe and legally compliant manner before printing any documents. Staff shall not use mobile printers while driving a vehicle.
- E. DCYF-issued mobile printers are assigned to a position and designated position number.
1. When the position is vacated for any reason, the mobile printer stays with the position.
  2. Staff must return a DCYF-issued mobile printer to their Supervisor, upon promotion, termination, or transfer.
- F. DCYF-issued mobile printers must be maintained according to manufacturer's instructions.
- G. Staff must report the loss, theft, or damage of a DCYF-issued mobile printer immediately to their Supervisor.
- III. Supervising staff responsible for monitoring DCYF-issued mobile printers shall:
- A. Distribute DCYF-issued mobile printers to staff according to the staff's position number;
  - B. Account for each DCYF-issued mobile printer during the staff's annual evaluation and when inventorying issued equipment; and
  - C. Ensure the mobile printer is returned upon promotion, transfer, or termination.
    1. If staff does not return the mobile printer upon promotion, termination or transfer, the Supervisor shall contact the Deputy Director at State Office.
    2. The staff may be charged the full cost of replacement of the unit.
- IV. Staff failing to comply with the provisions of this mobile printer policy may be subject to disciplinary actions pursuant to New Hampshire Personnel Rules PER 1000.

I have read, understand and will abide by the DCYF Mobile Printer policy.

\_\_\_\_\_  
Signature of DCYF employee

Date: \_\_\_\_\_

## Practice Guidance

### **Why aren't all staff issued mobile printers?**

- Mobile devices provide functionality and portability, but also introduce a security risk to the State's information assets. Therefore, the Department of Information Technology has tasked all agencies with weighing the use of these systems against specific business requirements and the statewide Mobile Device Security Policy and standards.
- Staff are issued mobile printers based on a criteria for meeting a business need that staff are unable to otherwise meet as determined by administration.

### **Where can I find a copy of the user guide for the mobile printer?**

- The HP OfficeJet 250 mobile all-in-one printer user guide is available online at the following link:  
<http://h10032.www1.hp.com/ctg/Manual/c05203661>