

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 07-10
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ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: OAH Cell Phone Policy Upstate Hearing Officers
	SUP ALJs <input checked="" type="checkbox"/>		
NYC OAH Staff <input type="checkbox"/>	NYC ALJs <input type="checkbox"/>	NYC Agencies <input type="checkbox"/>	
	SUP ALJs <input type="checkbox"/>		

OAH has provided Cell Phones to all Upstate Hearing Officers and a Blackberry PDA to all Upstate Supervising Hearing Officers. A list of the phone numbers is attached. These phones are provided for official use in accordance with established OTDA policy, copy attached.

Appropriate administrative staff will utilize these phones for communicating with Supervisors and Hearing Officers in the field. For simplicity, sending a text message to the device is the recommended method of communication. A text message can be sent via e-mail by adding @vtext.com to the 10 digit phone number. To insure a record is made of the text message, the message is to be copied to the appropriate e-mail address.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sandra Billings at (518) 473-8231 or via email sandra.billings@otda.state.ny.us.

Mark Lacivita

Mark Lacivita, Director of Administration
Office of Administrative Hearings