

PA26-IA-02

**DATE:** May 21, 2026

**TO:** Children's Division and Foster Care Case Management

**FROM:** Sara Smith, Children's Division Director

**SUBJECT:** **Connecting Personal Devices to State-Owned Devices**

**OVERVIEW:**

Staff should not take work-related pictures on personal devices. This practice violates policy and raises concerns regarding confidentiality, privacy, and security.

**Staff member's personal devices could be subject to a Sunshine. 5-103**

Department of Social Services (DSS) workforce members are prohibited from sending DSS employment-related documents, files, and/or correspondence to personal email addresses/accounts or retaining the information on personal devices. Any DSS employment-related information sent to personal email addresses/accounts or retained on personal devices are subject to litigation and the Missouri Open Meetings and Records Law, otherwise known as the Sunshine Law. DSS workforce members should keep employment-related documents and files on a state provided computer system. If a DSS workforce member receives work-related information on a personal device, they should forward it to their state provided computer system and not retain it on their personal device. For more information, refer to [DSS Administrative Manual 5-105 Record Retention and Preservation](#).

If you are still using an iPad and having trouble uploading pictures, Information Technology Services Division (ITSD) can help you setup "air print." Please enter an ITSD ticket to request the Office of Cyber Security support you adding this capability.

For questions or concerns, please contact:

Mason Blair, Constituent Services Unit Manager, at [Mason.A.Blair@dss.mo.gov](mailto:Mason.A.Blair@dss.mo.gov)

This Practice Alert remains effective unless the current policy has been rescinded or revised with contradictory guidance.

**CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:**

[DSS Administrative Manual 5-103 Records and Record Management](#)

[DSS Administrative Manual 5-105 Record Retention and Preservation](#)

[DSS Administrative Manual 6-100 Communications/Information Systems](#)

[Child Welfare Manual 2.5.2.15 Collection of Evidence](#)

**NECESSARY ACTION:**

1. *Review with all Children's Division and Foster Care Case Management team members.*
2. *Review Child Welfare Manual and Administrative Policy as indicated above.*