



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 3.3.701	Subject: <b>CELL PHONE USE IN PPD PRERELEASE CENTERS</b>	
Reference: DOC 3.3.7	Page 1 of 2	
Effective Date: 09/12/16	Revised:	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

**I. PURPOSE:**

The Probation and Parole Division's contracted prerelease centers will follow established procedures for the possession and use of cell phones by the center's residents.

**II. DEFINITIONS:**

Cell Phone – A portable telephone that uses wireless cellular technology to send and receive phone signals.

Facilities Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

**III. PROCEDURES:**

**A. GENERAL INFORMATION**

1. Cell phone use by offenders is a privilege and not a right. Cell phones may be used as a tool to aid offenders' reentry back into the community and for communicating with family, employers, and support personnel.
2. Prerelease centers (PRC) will develop cell phone use policy/procedures that consider usage requirements. The PRC will require a resident to sign a cell phone agreement that includes usage requirements and a statement whereby the offender grants PRC staff to monitor and review phone use.
3. Residents meeting eligibility requirements must gain authorization by the PRC Director or designee to use or possess a cell phone. Resident will sign the cell phone agreement upon authorization.
4. The cell phone is not to be used for unauthorized communication, gaming, or any type of unlawful behaviors.
5. Cell phone use may be determined as an incentive or intervention for a resident meeting, or not meeting, program requirements.
6. Upon discovery of content on a resident's cell phone that may be criminal, the cell phone will be seized and the Facilities Contract Manager contacted as soon as possible.

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## **B. OFFENDER ELIGIBILITY REQUIREMENTS**

1. A PRC resident must not be prohibited by his/her court judgment from possessing phones/computers.
2. If not prohibited, the resident must meet the following criteria to be eligible for the possession and use of a personal cell phone:
  - a. Must be making regular payments towards any debt and is not delinquent on any restitution, fines or fees, or outside bills;
  - b. Be gainfully employed and/or have adequate finances so that having a cell phone does not become a financial hardship for the resident;
  - c. Be free of excessive rule violations as determined by the PRC; and
  - d. Is meeting programming and treatment requirements.
  - e. If the cell phone is to be provided by another person(s), that person(s) must be provided this procedure and the facility's cell phone use policy/procedures and agree to all provisions given.
  - f. The center may determine on a case-by-case basis whether to terminate cell phone privileges if the circumstances of the resident change.
  - g. Inmate workers may use or possess a cell phone dependent upon the PRC's policy/procedure, however, usage requirements must not conflict with this procedure.

## **C. CONSIDERATIONS FOR USAGE REQUIREMENTS**

1. The following should be considered when developing policy/procedure and agreements for cell phone use and be addressed as applicable to the PRC.
  - a. Residents entering into long term contracts;
  - b. PRC's access to resident's account through the cell phone company;
  - c. Providing resident's cell phone number to the PRC, and changing the number without the PRC's permission;
  - d. Collection of monthly cell phone bills, including a detailed list of all calls and texts completed;
  - e. Locking of cell phones;
  - f. Contact by residents to other offenders in PPD facilities or under supervision by the Probation & Parole Bureau;
  - g. Random searches by PRC staff;
  - h. Confiscation of phone and possible criminal prosecution for pictures and texts of a sexual nature;
  - i. Gang-related symbols or pictures;
  - j. Volume settings of cell phone when in the PRC or after curfew;
  - k. Taking pictures of staff or other residents;
  - l. Addressing concerns with a resident's cell phone usage and/or sites being frequented; and
  - m. Consequences for violation of usage requirements.

## **IV. CLOSING:**

Questions regarding this procedure should be directed to the Facilities Contract Manager.

## **V. FORMS:**

Prerelease Center      Cell Phone Agreement