



## POLICY DIRECTIVE

Policy:	<b>DOC 1.1.21 MOBILE DEVICES IN SECURE FACILITIES</b>
Effective Date:	12/04/2024 <span style="float: right;">Page 1 of 3</span>
Revision Date(s):	
Signature/Title:	Shane Hildenstab, Acting Public Safety Chief

### I. POLICY

This policy ensures accountability, tracking, and control of mobile devices in secure facilities. The Department recognizes the possible need for and convenience of mobile devices for employees and contractors while in a secure facility; however, the Department also recognizes that there are serious security and safety concerns involved.

### II. APPLICABILITY

All employees and contractors in secure facilities are subject to this policy.

### III. DEPARTMENT DIRECTIVES

#### A. General

1. A mobile device includes a cellphone, smartphone, smart watch (on a cellular network), or any device on a cellular network that performs similar functions, whether state-issued or for personal use.
2. The use of mobile devices within secure facilities is prohibited except as provided in this policy. Any mobile device that negatively impacts the security of the facility or staff's performance is not allowed.
3. The use of mobile devices is limited to the area of the secure facility for which the individual was approved.
4. Additional restrictions may be placed on the use of the device in certain areas and at certain times. Authorization can be suspended or revoked at management's discretion.
5. Possession and/or use of any mobile device that is not specifically approved in accordance with this policy will be considered contraband and may result in administrative action, criminal charges, or both.
6. All mobile devices authorized to enter a secure facility must be verified by entrance staff when the devices are brought past any entry point.
7. Staff at off-site duty stations such as hospital duty are allowed to use state-issued cell phones. Personal cell phones are allowed with permission of the shift supervisor. No other mobile devices are allowed.
8. Authorizations are effective for the calendar year in which they were approved.

#### B. Application

1. Any individual who needs access to a mobile device past any entry point must complete and submit the *DOC 1.1.21 (A) Application to Use Mobile Device in a Secure Facility (Application)*. Each mobile device should be on a separate *Application*.

2. Each *Application* will be reviewed on a case-by-case basis. The signed approval of both the supervisor (or designee) and the Warden (or designee) is required.
3. Approval will be categorized by the following categories. A designated color for each category will be determined by all facilities on an annual basis. Only approved mobile devices are allowed to be retained by an individual during their work shift.
  - a. Administration area only
  - b. Inside compound (includes MCE/Industries and inmate-accessible areas)
  - c. Other
4. Applicants must agree to:
  - a. password protect the device;
  - b. never leave the device unattended;
  - c. not use a disposable, “unlocked,” “jail broken,” or “rooted” device;
  - d. not use a device that does not have a screen lock function;
  - e. not use a device the service provider cannot disable;
  - f. not plug the device into Department computers;
  - g. not take pictures or video of any person or any area inside a secure facility or of the outside of the facility without permission;
  - h. immediately report loss or theft to security staff;
  - i. not hold the Department responsible for any physical damage or loss to the device including but not limited to any content or data;
  - j. accept the risks and potential dangers of bringing a mobile device into a secure facility;
  - k. accept that if a device poses a safety risk or is accessed by an inmate, this may result in the loss of the device either temporarily or permanently;
  - l. limit use to ensure that usage does not interfere with the performance of duties;
  - m. not use mobile devices when inmates are present (including programming, visiting, day room, meals), or during inmate movements, count times, tier checks, etc., unless approval has been given by the Warden or designee;
  - n. not listen to music;
  - o. not make audio recordings;
  - p. not watch movies, sporting events, etc.;
  - q. not allow inmates to use or view images or text on the device; and
  - r. the requirements specified in IV. below.

### **C. Entry and Exit**

1. Upon entry into the secure facility:
  - a. Individuals with an unauthorized mobile device who choose to bring it past any entry point must place the device in a secure receptacle designated for daily storage.
    - 1) Each such individual will be assigned a lockable receptacle.
    - 2) During a break and/or meal break, a staff member may use a mobile device in designated areas.
    - 3) Contractors are only permitted to bring mobile devices into secure facilities if they are necessary for them to perform their contract work as approved by the Warden or designee.
  - b. Individuals carrying authorized mobile devices must carry their approval card and present it to area staff.
2. Individuals must always keep the screen lock function enabled in the mobile device settings when inside the facility.
3. Mobile devices must always be secured with the individual.
4. In the event of loss or theft of a mobile device, the individual must immediately notify security and the shift supervisor or designee, if applicable, and the device must be disabled by the owner or provider.

5. When staff members and contractors leave the facility, they must retrieve their mobile device from the receptacle in which it was placed and return the key, if applicable, to the entrance officer.

#### **IV. AUTHORIZATION TO SEARCH**

- A. Approved mobile devices may be subject to search at the direction of the Warden and/or the Public Safety Division Chief.
- B. The Department may require an employee to enroll in and sign a mobile device management agreement for any personal mobile device allowed on a secure facility campus.

#### **V. CLOSING**

Questions about this policy should be directed to the Warden at the facility.