

PERSONAL ELECTRONIC DEVICES

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedural Manual Item 3-1-213, dated 06/05/12
- FORMS:** None
- PURPOSE:** To provide for control and use of personal electronic devices by employees and others within juvenile detention/correctional facilities.

I. GENERAL INFORMATION

- A. Maintaining a safe, secure, and well supervised institution, is the foundation of all policies and procedures for juvenile institutions. The use of personal electronic devices including but not limited to cellular phones, laptop computers, televisions, iPods, iPads, electronic readers or electronic games may cause unnecessary/unsafe distractions. The use of such devices by any probation department employee, collaborative staff, or visitor entering the institution is strictly prohibited except as noted in this policy.
- B. The Director or Assistant Director of an institution may authorize specific staff to use any such personal electronic device in the furtherance of official duties. Such authorization will be given in memo form, and shall specify the reason for and duration of the authorization.
- C. This policy shall not restrict the use of any county issued electronic communication device used in the performance of official duties.

II. CELL PHONE PROCEDURE

- A. The use of personal cell phones while on duty is a distraction and seen as a misuse of County time. Probation Staff are to keep their cell phones securely locked in their personal vehicle or assigned lockers while on duty. Collaborative staff are to ensure their cell phones are securely stored.
- B. If staff choose to lock their cell phone in their assigned locker, the cell phone must be turned off prior to entering the facility.
- C. Staff are not to wear or carry their personal cell phones on their person while on duty.
- D. Staff are permitted to use their personal cell phones only if all of the following conditions are met:
 - 1. The staff member is on an authorized break in compliance with all applicable policies and procedures (i.e. **PMI 3-1-049** and MOU Article 1 Section 3).
 - 2. The staff member is out of sight of all youth.

3. The staff member is out of hearing range of all youth.

III. Electronics (other than cell phones) Procedure

- A. All non-exempt staff entering a juvenile detention/correctional facility shall turn off any personal electronic device, including but not limited to laptop computers, televisions, iPods, iPads, electronic readers, and electronic games, prior to entering the facility.
- B. The use of a camera/video/game/web browser function on a personal electronic device is prohibited at all times while on duty.

IV. Exemptions

- A. Supervisors and Managers are exempt as long as the electronic device is used in accordance with his or her duties.
- B. DJCO I staff working during the hours of hours 10pm-6am, typically have reduced active supervision responsibilities. Under the following conditions, they may utilize a personal electronic device (excluding a cell phone):
 1. The device is not utilized when minors are out of their rooms, causing a disturbance, or otherwise requiring staff supervision (i.e. during room checks).
 2. NO electronic device is used while supervising a minor on Level III Suicide Status.
 3. The device does not interfere with the duties performed by the staff.
 4. The device is to be at a volume that does not wake the minor or interfere with normal duties.
 5. Headphones are not used under any circumstances.
 6. The device does not interfere with productivity, movement or present safety hazards to others.
 7. The device is never to be connected to the Probation Department/County Internet Services.
 8. The content from the device is appropriate (No ratings of R, NR, NC 17, X or explicit lyrics).
 9. The device is not used while outside the unit such as when moving from unit to unit or while conducting perimeter checks

V. Emergencies

During declared department/county wide emergency operations, the facility director or their designee may suspend the above prohibitions for the duration of the event to facilitate ongoing communication within and outside of the institution.

REFERENCES:

Procedures:	3-1-049	Integrated Case Management System (ICMS)
	3-6-317	Automated Logbook and Manual Logbook Use of County Cell Phones and Personal Electronic Devices
Policies:	C-16	Employee Conduct – On Duty
	G-12	Personally Owned Electronic Devices
	G-15	County's Information Technology Usage Policy
MOU	Article I Section 3	Rest periods and Clean-up Time

J. Corp

APPROVED BY: