

DATE:	JANUARY 15, 2016
NUMBER:	I.62
SUBJECT:	FACILITY SECURITY- USE OF PERSONAL MOBILE COMMUNICATION DEVICES
RELATED SECTIONS:	I.61 , I.63 , P.9 , P.15 , Dept. P&P 2.27

PURPOSE

To establish guidelines for the possession and use of mobile communication devices within secured areas of a detention facility. Such devices pose a risk to facility security if lost or stolen and can also distract staff members during the performance of their duties.

POLICY

The possession and use of mobile communication devices (cell phones, smart phones, tablets, etc.) within a secured area of a detention facility is conditionally permitted. Usage will be of a reasonable length of time, should not distract others or interfere with operations, compromise safety, or cause the employee to neglect or be inattentive to their duties.

Sheriff's policies regarding personal mobile communication use during social and professional visits are discussed in DSB sections P.9 and P.15, respectively.

PROCEDURE

I. DEFINITION

Personal mobile communication devices – Cellular phones, smart phones, tablets, paging devices, or other devices allowing for two or more way communication.

II. EMERGENCY EXCEPTIONS AND NOTIFICATION

- A. The on-duty watch commander may authorize exceptions to this policy during emergency situations.
- B. Employees shall immediately notify their supervisor upon discovery of a lost or stolen mobile communication device and/or equipment (charging cables).

III. RESTRICTIONS

- A. Employees shall not use mobile communication or electronic devices while escorting/moving inmates, conducting security checks, walking through inmate housing areas, speaking with inmates, conducting sick call or any other situation that could potentially create an unsafe work environment.
- B. Electronic charging devices shall not be in any area accessible to inmates.

- C. Personal mobile communication devices shall not be utilized to photograph or video inmates or department activities/operations.

IV. VISITORS

Vendors, contractors, tour participants and all other non-Sheriff's department employees are prohibited from having personal electronic devices in their possession. All devices must be secured prior to their entry into the facility. Scheduled media tours are an exception to this policy.