

CELL PHONES AND ELECTRONIC DEVICE USE BY OUTSIDE AGENCIES

AUTHORITY: Administrative Directive

RESCINDS: New Item

FORMS: None

PURPOSE: The purpose is to establish and implement written policies and procedures for the use of cell phones and electronic devices in the Probation Department's juvenile facilities. This policy applies to outside agencies entering the department's juvenile facilities.

I. GENERAL INFORMATION

- A. This policy generically refers to all such devices as Electronic Communication Devices (ECD) but is intended to include all mobile telephones, personal digital assistants (PDAs), smart watches, wireless-capable tablets, laptops, iPads, recorders, and similar wireless two-way communications and/or portable internet-access devices. ECD use includes but is not limited to placing and receiving calls, text messaging, blogging, microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

II. PROCEDURE

- A. Outside agencies such as the Public Defender's Office, the District Attorney's Office, Clinical Evaluation Guidance Unit (CEGU), Juvenile Health Services (JHS), collaboratives, and all private attorneys may be authorized to use electronic devices to conduct business with their client. When allowed, electronic devices may be used only in designated areas at each juvenile facility.
- B. Briefcases, purses, legal folders, bags, or other containers used to carry laptop computers and other devices are subject to search.
- C. In addition to posted signs, staff granting access into the facility shall inform outside agencies that DO approval is required if they intend to bring in any electronic device(s) for meeting with the youth.
- D. At no time shall a youth have direct access/control to any electronic device brought in by an outside agency.
- E. Inappropriate use includes allowing the youth to use the device to communicate with others, check social media accounts, or take pictures of youth, staff, or the facility without the DO's approval.
- F. In the event the staff supervising the visit determines an outside agency has violated the above policy, the staff shall terminate the interview and notify the DO or supervisor. The staff shall document the incident of inappropriate use and actions taken in a Special Incident Report (SIR).

- G. The DO shall notify facility administration.
- H. Facility administration will notify the outside agency administration of the violation of policy.
- I. Inappropriate use of electronic devices shall prohibit the individual from future use of electronic devices in any of the department's juvenile facilities. Approval may be granted again after review by facility administration.

REFERENCES:

Procedures:	3-1-001	Facility Management I
	3-1-002	Assistant Division Director Duties-Facilities
	3-1-003	Supervising Probation Correctional Officer (SPCO) Duties
Policy:	A-1	Policy, Procedure and the Law

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APPROVED BY: