
Cellular Enabled/Electronic Devices in the Juvenile Detention and Assessment Centers (JDAC) and Treatment Facilities (TF)

506.1 PURPOSE:

To establish guidelines regarding the use and/or possession of cellular enabled/electronic devices in the JDAC/TFs.

506.2 DEFINITIONS:

Cellular Enabled/Electronic Devices: Devices that store, generate, or transmit etc., information in electronic form (i.e., cell phones/smart phones, cellular enabled watches, wearable technology, computers, tablets, cameras, video gaming systems, MP3 players, portable DVD players).

506.3 RESPONSIBILITIES:

- I. All Probation Staff/Non-Probation Staff/Visitors:
 - A. Use and/or possession of cellular enabled/electronic devices (personal and/or department/county issued) is prohibited in the JDAC/TFs, except in the following circumstances:
 1. The Chief Medical Officer, the Dentist, and the Optometrist while in the course of their duties.
 2. The Watch Commander while in the course of their duties (department issued cell phone only).
 3. Probation Officers/other agency Law Enforcement Officers while in the process of booking a youth.
 4. While in the staff locker room and/or during breaks in clearly designated break areas where youth are prohibited.
 5. While in the Administration office, when no youth are present.
 6. While in the Intake office, when no youth are present.
 7. The attorney of record may conduct a youth/client visit with a laptop and/or tablet.
 8. Automated Systems staff may use a department/county issued tablet in the course of their duties.
 9. Medical Staff may use a department/county issued tablet in the course of their duties.
 - B. All cellular enabled/electronic devices not included under section A shall be stored in an assigned locker and/or facility designated approved storage area upon entrance.

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- C. In all instances where a cellular enabled/electronic device is allowed, they shall remain in the sole possession of the authorized person and shall not be handled by the youth.
 - D. In all instances where a cellular enabled/electronic device is allowed and is used in an area where youth may be present, they shall be used for business purposes only and are not to be used for livestreaming, video streaming, social media services, facetime, video recording, institutional photography, internet calls, texting, etc., without the express written consent of the facility Superintendent or their designee.
 - E. When staff become aware of a violation of this procedure or any missing/lost/stolen personal and/or department/county issued cellular enabled/electronic devices they shall report that information to a Supervisor.
- II. Supervisors/Managers:
- A. Shall ensure compliance with this procedure.

506.4 GUIDELINES:

- A. This procedure does not govern the use of approved department/county devices in the course of the youth's education and/or rehabilitation, etc.