

DEPARTMENT OF HUMAN SERVICES
JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-14	Effective:	Revision Date: 12-01-14
Subject: Use of Personal Electronic Devices		

I. Policy Statement

The Division prohibits the use or possession of any personal electronic device by staff while on duty, unless necessary in the performance of a work related responsibility, and generally prohibits the use or possession of such devices in Division facilities by juveniles, parents, and other visitors.

II. Rationale

Division staff have a primary responsibility to ensure safety and manage behavior through the supervision of juveniles in their care, custody or control. Use of any personal electronic device while on duty may distract staff from their primary responsibility. Possession of a personal electronic device by staff increases the likelihood of using it inappropriately, resulting in distraction from the primary responsibility. Use or possession of such devices in Division facilities by juveniles, parents, or other visitors may present security risks or interfere with treatment.

III. Definitions

A "Personal Electronic Device" is any device capable of collecting, storing, transmitting, or processing electronic data or images including, but not limited to a; cell phone/smart phone, tablet computer, personal music or video player, video game device, mobile network storage devices, or other recording device.

IV. Procedures

A. Use of Personal Electronic Devices by Staff in Facilities/Programs

1. Cell phones, including Division issued phones, are not allowed to be taken into Division facilities/programs except in designated administrative areas, unless being used by staff in the performance of their duties. Authorized cell phones being used in facilities/programs may be used by staff for official Division business only. However, staff may bring a personal cell phone to their work place during a work shift, provided that it is stored securely in a designated administrative area and is not accessed while the staff member is on duty. The Division is not responsible for loss of or damage to any such personal cell phone brought by staff to the work place.
2. Other than a personal cell phone, staff shall not take any other type of personal electronic device into any Division facility/program or community service/work site, at which juveniles under the care, custody, or control of the

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Division are present, except for those items that are necessary for the performance of duties.

3. Use of recording devices of any type, including digital voice recorders, other audio recorders, video recorders, and still or video cameras is not allowed in any facility/program except for those being used by staff in the performance of their duties.
 - a. Use of recording devices is limited to approved, job related functions. Any recording of a juvenile in the care, custody or control of the Division other than relating to an official investigation, training or treatment is expressly prohibited.
 - b. Attorneys, psychiatrists, social workers, and/or other persons may be granted an exception upon specific authorization from the facility/program Assistant Program Director (APD). Exceptions for the use of recording devices by a journalist may be granted by the Division Director only.

B. Staff Responsibility

1. Direct care staff shall give their complete attention to security and supervision issues to ensure all security procedures are properly executed and juveniles are adequately supervised at all times. Staff shall not use or possess personal electronic devices in any manner which might interfere with this requirement of complete attention.
2. When transporting juveniles or when supervising juveniles in the community for community service or recreation, staff shall use a Division approved cell phone to enable necessary communication; otherwise, staff shall not take personal electronic devices to work sites.

C. Use of Personal Electronic Devices by Juveniles.

1. When authorized and with staff supervision, juveniles shall have access to State issued electronic devices for the purpose of education and/or treatment.
2. Staff shall never allow juveniles in Division facilities/programs to use or access personal electronic devices.

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D. Use of Personal Electronic Devices by Parents and Other Visitors

1. Parents and other visitors will not be allowed to bring personal electronic devices into any residential facilities/programs operated by the Division. The APD must authorize any exceptions.
2. A sign communicating applicable restrictions on possession or use of cell phones and other personal electronic devices must be posted at the entrance of each residential facility/program. Each Division facility/program must develop a procedure to state how parents and other visitors will comply with this policy.

V. **Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

12-01-14

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

12-01-14

Signature Date