


Idaho Department of Correction  	<b>Standard          Operating          Procedure</b>	Title: <b>Facility Access – Personal Cell Phone</b>		Page: 1 of 3
		Control Number: <b>510.02.01.002</b>	Version: <b>1.0</b>	Adopted: 09-15-2016

**Jeff Zmuda, chief of prisons, approved this document on 09/15/2016.**

**Open to the public:**  **Yes**

**SCOPE**

This standard operating procedure applies to all IDOC correctional facilities and all persons entering, within, or exiting IDOC correctional facilities.

<b>Revision Summary</b>
Revision date (09/15/2016) version 1.0: This is a new document.

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**BOARD OF CORRECTION IDAPA RULE NUMBER**

None

**POLICY CONTROL NUMBER 510**

Searches of Persons/Vehicles Entering Correction Facilities

**PURPOSE**

The purpose of this standard operating procedure is to provide specific guidelines regarding personal cell phone use in a correctional facility.

**RESPONSIBILITY**

Facility heads or designee are responsible for implementing this SOP and ensuring that staff members and assigned IDOC contractors adhere to the standards and procedures

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contained herein. (Contractors that enter a facility on a short-term basis are not allowed to possess a cell phone or similar device inside the facility.)

### **STANDARD PROCEDURES**

The department recognizes the possible need and convenience of personal cell phones for staff and assigned IDOC contractors while in a correctional facility; however, the department also recognizes that there are serious security and safety concerns involved with having cell phones within correctional facilities. The procedures in this SOP are to help ensure accountability, tracking, and control of cell phones and their use in IDOC correctional facilities.

Cell phones supported by the IDOC for command staff (deputy warden, warden, deputy chief, chief, deputy director, and director) are exempt from this SOP and its requirements.

Laptops, tablets, and other cellular and wireless network devices, such as watches, etc. are not covered in this SOP. Authorizations for these types of devices must be completed through a memorandum from the facility head and on an as needed basis at the discretion of the facility head.

Introduction of any cell phone or similar device that is not specifically approved in accordance with this SOP is contraband and could result in administrative action (see 205.07.001.001 *Corrective and Disciplinary Action*) or criminal charges or both.

#### **1. Prohibited Items and Activities**

Staff and assigned contractors must limit the use of personal phones to ensure that such usage does not interfere with the performance of their duties.

The following cell phones, related items, and activities are prohibited:

- Allowing inmates to use or view images or text on a cell phone
- Cell phone use when inmates are present (to include programming, visiting, day room, meals,) during inmate movements, count times, tier checks, etc.
- Disposable cell phones, cell phones without a screen lock function, and cell phones the service provider cannot disable.
- Listening to music
- Making audio recordings
- Plugging cell phones into IDOC computers
- Taking pictures or video of any person or any area inside a correctional facility or of the outside of the correctional facility
- Watching movies, sporting events, etc.

#### **2. Authorization for a Personal Cell Phone in a Correctional Facility**

To be authorized to bring in, have, or use a cell phone within a correctional facility, staff and assigned contractors must complete and submit, and have received approval using [Cell Phone Authorization Form for Correctional Facilities](#).

Once approved, a cell phone chit is issued to the staff member or assigned contractor. The cell phone chit is easily recognizable by color (red), identifying mark, and contains

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information in regards to the make, model, service provider, or any other identification of the cell phone.

Approval is limited to the correctional facility in which the staff member or contractor is assigned.

### 3. Checking In and Out Procedures

- Upon entry into the correctional facility, staff members or the assigned contractors must give their cell phone chit to the front entrance officer (central control) or designated area, and the chit is placed in a cell phone ID book (the phone ID book must be stored in a locked drawer/cabinet when not in use).
- The cell phone ID book must have a second ID card for the specific individual in a card sleeve. The cell phone chit is placed in the corresponding sleeve containing the individual's secondary ID card. This process indicates that the specific individual is carrying a cell phone within the facility.
- Security staff at the entry checkpoint must inspect the cell phone to ensure it matches the information (carrier, brand, model, phone number, etc.) on the cell phone chit, that the screen lock function is enabled, and requires a password, code, or other secure means to unlock.
- Staff members and assigned contractors leaving the facility must retrieve their cell phone chit from central control or designated area.
- Before leaving the facility, security staff must check the cell phone to ensure it matches the information on the cell phone chit.
- Staff members and assigned contractors must keep the screen lock function enabled at all times when inside the facility.
- Cell phones must be secured on the owner's person at all times unless being charged.
- In the event the cell phone needs to be charged, the charging must occur in a secure area inaccessible to inmates.
- In the event of loss or theft of a cell phone or cell phone chit, the staff member or assigned contractor must immediately notify the shift commander and the device or phone number must be disabled by the owner or provider.

### DEFINITIONS

**Assigned Contractors:** Contractors who work regularly in IDOC correctional facilities such as contract medical and commissary staff.

### REFERENCES

[Cell Phone Authorization Form for Correction Facilities](#)

SOP [510.01.02.001](#) Facility Access

Idaho Code 18-2510

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