

# CELLULAR ENABLED/ELECTRONIC DEVICES IN JUVENILE FACILITIES

## 220.1 PURPOSE

**Agency Content**

To establish guidelines regarding the use and/or possession of cellular enabled/electronic devices in the County's Juvenile Facilities.

## 220.2 RESPONSIBILITIES

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- (a) All Probation Staff/Non-Probation Staff, Contractors and Visitors:
  - 1. Use and/or possession of personal cellular enabled/electronic devices is prohibited within the juvenile institutions, except in the following circumstances:
    - (a) The Medical Doctor, the Health Services Administrator, the Dentist, the Optometrist, and Nurses while in the course of their duties.
    - (b) The Watch Commander while in the course of their duties (department issued cell phone only).
    - (c) Probation Officers/other agency Law Enforcement Officers while in the process of booking a youth.
    - (d) While in the staff locker room and/or during breaks in clearly designated break areas where youth are prohibited.
    - (e) While in the Administration office, when no youth are present.
    - (f) While in the Intake and Booking office space, when no youth are present.
    - (g) The attorney of record may conduct a youth/client visit with a laptop and/or tablet.
    - (h) Other circumstances that, at the sole discretion of the facility's Deputy Chief or their designee, warrant the use of cellular enabled/electronic devices and such permission is granted and/or documented in writing by the Deputy Chief.
  - 2. All cellular enabled/electronic devices not included under subparagraph (a) must be stored in an assigned locker and/or facility designated approved storage area upon entrance.
  - 3. In all instances where a cellular enabled/electronic device is allowed, they must remain in the sole possession of the authorized person and must not be handled by the youth.
  - 4. In all instances where a cellular enabled/electronic device is allowed and is used in an area where youth may be present, they must 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

# San Diego County Probation Department

## Institutional Services Procedure Manual

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calls, texting, etc., without the express written consent of the facility Deputy Chief, Division Chief, or their designee.

5. 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 must report that information to a Supervisor.

(b) Supervisors/Managers:

1. Must ensure compliance with this procedure.

### **220.3 GUIDELINES**

#### **Agency Content**

This procedure does not govern the use of approved department/county or San Diego County Office of Education devices in the course of the youth's education and/or rehabilitation, etc.