

Sixth District Department of Correctional Services POLICY		Issue Date 06/08/18	Effective Date 06/18/19	Policy Number 2541-18
Subject RESIDENT PHONE USAGE			Review Month December	Author 0120 (CDE)
Rescinds	References			

POLICY:

Facility residents have access to pay telephones for personal use and may use facility business phones for program related calls or in cases of emergencies or when a resident may not have the resources for use of the pay phones. Federal residents are only allowed to possess and use cell phones as outlined in the procedure below.

PROCEDURE:

1. Facility residents may use pay phones during non-curfew hours. 6am-10pm Sunday through Thursday and 6am-11pm Friday and Saturday.
2. Facility residents may use business phones with permission from a staff person in cases of indigence, verified emergencies, or for program related non-long distance calls.
3. Facility residents are expected to exercise courtesy when using the pay phones so that all residents have adequate opportunities to use pay phones.
4. Pay phone privileges may be removed from anyone defrauding the telephone company or making illegal calls, damaging phone equipment, or abusing the phone privilege in any manner.
5. Staff members **do not** take personal messages for residents. Program related messages such as those from employers may be taken and forwarded to the resident.
6. State residents are not allowed to possess or use cell phones. Facility management may make exceptions in cases where a cell phone is essential to the performance of the job. Verification of the need for a cell phone is done by the Residential Probation/Parole Officer.
7. Federal residents may be approved to have a cell phone unless their individualized case plan prohibits internet use.
8. Residents must have written permission to possess cell phones and must agree to the following conditions, see Federal Cell Phone Guidelines (2541A).
 - a. All cell phones and related equipment must be kept in the resident's assigned cell phone locker located in the vestibule.

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PROCEDURE: (continued)

- b. The resident must provide his/her cell phone number to staff and promptly answer all staff calls.
 - c. Residents are not allowed to have their personal cell phone in the facility or on facility grounds.
 - d. All cell phones or related equipment found in possession past the facility entry way, including the yard or other grounds is confiscated and not returned until discharged from the facility.
 - e. Staff has the right to view all call logs and all messages.
 - f. Residents are required to unlock cell phones if directed to by staff.
 - g. Designated case plans may prohibit internet access for some residents.
 - h. No resident to resident contact is allowed via personal cell phone or facility pay phone to include calls, text messages, e-mails, photos, social media or other contact.
 - i. No pornographic or sexually explicit photos/videos are allowed on the cell phone.
 - j. Cell phones are not used as the sole means of accountability.
 - k. The Sixth Judicial District Department of Correctional Services is not responsible for lost or stolen cell phones and cell phone equipment.
9. In situations when federal residents need to check cell phone messages or make a call, at staff discretion they may be allowed to access their cell phone in the vestibule one (1) person at a time, for a short period as long as facility security is not compromised and their use does not take staff away from the orderly running of the facility.

BY ORDER OF:

Bruce Vander Sanden, District Director