

Landline Telephone, Cell Phone, and Electronic Device Use by Staff and Visitors

1038.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the use of landline telephones, cell phones, and electronic devices in the Probation Department's juvenile facilities. This policy applies to all juvenile facility staff and persons entering the department's juvenile facilities.

1038.1.1 DEFINITIONS

Definitions related to this policy include:

Cell phone – devices such as personal cellular or mobile telephones, smartphones, and smart watches designed to make or receive phone calls and text messages.

County cell phone – department-issued cellular or mobile telephones and smartphones.

Electronic device – devices such as laptops, tablets, iPads, recorders or other devices used for the purpose of retaining information.

Landline telephone – County hardwired telephones located in each juvenile facility.

1038.2 AUTHORITY AND REFERENCES

- Executive Committee

1038.3 POLICY

County landline telephones are provided for conducting department business. All personal cell phones and electronic devices are prohibited in the department's juvenile facilities. County cell phones are allowed in the juvenile facilities and shall be used for official purposes only. Per the duty officer's (DO) approval, outside agencies such as the Public Defender's Office, the District Attorney's Office, Riverside University Health System-Behavioral Health, Correctional Health Services (CHS) and all private attorneys may be authorized to use electronic devices in order to conduct business with their client. When allowed, electronic devices may be used only in designated areas at each juvenile facility.

1038.4 USE OF TELEPHONES - COUNTY BUSINESS

All staff utilizing telephones as a part of their duties and responsibilities shall be trained in the proper use of the county telephone system.

Staff are expected to be cost conscious in their use of telephones, keeping all outside telephone calls brief, particularly long distance calls.

Use of telephones shall not interfere with the safe and secure operations of the facility.

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1038.5 USE OF TELEPHONES - PERSONAL BUSINESS

County telephones are for business purposes, except for emergent situations where staff need to place or receive personal telephone calls, such as family emergencies, medical issues and schedule changes.

Staff are expected to minimize their personal use of county telephones.

Personal telephone calls shall be brief to avoid interfering with the safety and security of the facility.

1038.6 USE OF CELL PHONES

At no time are personal cell phones permitted in the juvenile facilities except in designated lockers or storage locations. (Probation executives and managers are exempt: Chief Probation Officer, Assistant Chief Probation Officer, Chief Deputy Probation Officers/Administrator, and Division Managers).

In addition to posted signs, staff granting access into the juvenile facility shall inform outside agencies and visitors that cell phones are not permitted in the facility and direct them to where they can be stored.

County cell phones utilized by juvenile facility staff for the performance of job-related duties are permitted during, but not limited to, transportation runs, medical runs, and court.

1038.7 USE OF ELECTRONIC MEDIA DEVICES - OUTSIDE AGENCIES

As with all outside agency visits, briefcases, purses, legal folders, bags, or other containers used to carry laptop computers and other devices are subject to search.

In addition to posted signs, staff granting access into the facility shall inform outside agencies that DO approval is required if they intend to bring in any electronic device(s) for meeting with youth.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The DO shall document incidents of inappropriate use and actions taken in an incident report in the Juvenile and Adult Management System (JAMS), and notify the supervisor/manager of the offending party.

[REDACTED]

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