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POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures				

Title STAFF CELL PHONE USAGE
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Legal References (includes but is not limited to) IC 11-8-2-5	Related Policies/Procedures (includes but is not limited to) 02-03-101 02-03-101 02-03-103	Other References (includes but is not limited to) Executive Directive #13-13
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I. PURPOSE:

The purpose of this policy and administrative procedure is to establish guidelines for the use of personal cell phones or smartphones (hereinafter referred to as cell phone unless otherwise stated) by State employees of the Indiana Department of Correction.

II. POLICY STATEMENT:

The Indiana Department of Correction recognizes that State employees spend many hours away from family and friends while at work. The Department further recognizes that access to cell phones while on duty may increase staff morale, which in turn may increase recruitment and retention rates. The Department believes that accommodating the occasional and limited use of personal cell phones will attract and maintain a diverse, well-rounded workforce.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **CELL PHONE:** Any handheld electronic device with the ability to receive and / or transmit voice, text, or data messages without a cable connection including, but not limited to, cellular telephones, digital wireless phones, PDAs (personal digital assistants with wireless communications capabilities).

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- B. SOCIAL MEDIA: A form of electronic communication, such as websites for social networking, through which users create online communities to share information, ideas, personal messages, and other content. Examples of such social sites are FaceBook, Twitter, and LinkedIn.
- C. MOBILEIRON: A mobile device management (MDM) application the State of Indiana utilizes to manage sensitive organizational information on personal cell phones. The installation of MobileIron is required when employees request to have State email placed on their personal cell phone.

IV. GUIDELINES FOR USAGE (See Facility Directive):

- A. The use must not interfere with the performance of official duties and work responsibilities (not to be used during any count times, on the ranges, near offenders, etc.);
- B. The use must be infrequent, no more than three (3) times per shift, and of short duration (less than five [5] minutes);
- C. The use must not be for an illegal activity;
- D. Cell phones shall not be used in close proximity of offenders, where conversations can be heard or the cell phone screen can be easily read;
- E. No pictures or videos shall be taken, or posted to social media;
- F. The use must not be for a political purpose. A political purpose does not include handling or disposing of unsolicited political communications;
- G. If the cell phone is used to connect to the State network or accessing organizational information, Executive Directive #13-13 must be followed.
- H. Employees whose cell phones are enclosed in a protective case shall ensure the case is made of a clear plastic. Employees are not permitted to bring in the following cell phone accessories:
 - 1. Phone chargers;
 - 2. Any Bluetooth devices;
 - 3. Any headphones (wired or wireless);
 - 4. Auxillary battery packs; or,
 - 5. Tether cables.

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- I. Cell phones shall not be used while operating a State-owned vehicle; and,
- J. The use must not violate any other ethics rules or Department policies.

A facility directive shall be developed outlining when, where, and how employees can use their cell phones in the facility.

V. RESPONSIBILITIES (See Facility Directive):

A. Employees are responsible for:

- 1. The security of their cell phone at all times;
- 2. Ensuring they sign their cell phone in and out of the facility;
- 3. Signing the cell phone liability waiver (see Attachment A);
- 4. Demonstrating to designated supervisory staff that the employee's cell phone is password protected. The employee may be required to randomly demonstrate this.
- 5. Producing the cell phone with the appropriate screen open to display the phone number prior to facility entrance and exit; and,
- 6. Notifying their immediate supervisor of a lost, stolen, or misplaced cell phone.

B. Supervisors are responsible for:

- 1. Consistently monitoring and enforcing the guidelines set forth in this policy and administrative procedure;
- 2. Notifying the Office of Investigations and Intelligence in the event of a lost, stolen, or misplaced cell phone;
- 3. Ensuring disciplinary procedures are implemented when misuse of a cell phone occurs; and,
- 4. Conducting periodic checks of cell phone activity by examining designated cell phone storage locations.

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C. Facilities are responsible for:

1. Maintaining areas where employees can secure their cell phone;
2. Notifying the Indiana Office of Technology (IOT) in the event of a lost, stolen, or misplaced cell phone to disable the number.
3. Ensuring staff and areas are searched in accordance with Policy and Administrative Procedure 02-03-101, "Searches."

A facility directive shall be developed to describe the process used to ensure employee's cell phones are password protected and logged in and out of the facility, and secured in a designated lock box when not in use.

VI. COMPLIANCE:

Supervisors and Managers are responsible for monitoring the use of cell phones within their areas of supervision and for referring matters for investigation and/or discipline to the appropriate staff. Staff violating this policy and administrative procedure are subject to disciplinary action up to, and including dismissal.

VII. APPLICABILITY:

This policy and administrative procedure is applicable to all Department facilities and staff, including contractual staff.

signature on file
Robert E. Carter, Jr.
Commissioner

Date