

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.04	Page 1 of 6
	Original Effective Date: 01/10/95	New Effective Date: 03/25/24
	Supersedes:	Dated: 08/22/22
	Administrator's Approval: Sarah Cooper, Administrator – 03/04/24	
	Required Posting or Restricted:	
<input type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Devices with Activated Cellular/Wireless Capabilities – Access in DAI Facilities		

POLICY

The Division of Adult Institutions shall determine the use of devices with internet or wireless capability within a facility in order to prevent unauthorized communications or use by PIOC. Approval shall only be granted for official business use, to meet a legitimate DOC business need or to accommodate the medical needs of staff.

REFERENCES

Wisconsin Administrative Code s. DOC 303.34 – Unauthorized forms of Communication
Wisconsin Administrative Code s. DOC 303.47 – Possession of Contraband-miscellaneous
DAI Policy 300.00.58 – Staff Personal Property

DEFINITIONS, ACRONYMS AND FORMS

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

Device – A device with activated cellular or wireless capabilities, which includes but is not limited to tablets, iPads, iPods, smartphones, smartwatches or any other instrument capable of accessing a cellular or wireless service regardless of whether the access is turned on.

DOC – Department of Corrections

DOC-2466 – Incident Report

DOC Device – A device that is DOC owned with an attached asset tag.

ODES – Office of Diversity and Employee Services

PIOC – Persons in Our Care

PROCEDURE**I. Non-State Issued Devices**

Devices that are not DOC issued may not enter a correctional facility without authorization by the Warden/designee.

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- A. Only law enforcement, emergency response personnel, state or federal agencies or other persons entering the correctional facility to conduct official business may be authorized by the Warden/designee.
- B. Any unauthorized non-DOC Device shall be stored in a locked vehicle or designated storage locker prior to entering a secure area of the correctional facility.
- C. Staff assigned duties at a correctional facility are not authorized to possess any device except as noted under Section II and III.
- D. Staff assigned off-site duties that include the supervision of PIOC are not authorized to possess any device except as noted under Section II and III.
- E. Watches that have wireless, phone, text or recording capabilities may be worn only if they are not connected to those services while being worn within a facility or while on duty.

II. Medical Accommodation

- A. Staff may request to bring a smartphone or other non-DOC issued cellular capable medical device into a DAI institution or center for medical purposes. This may be allowed under the following circumstances:
 - 1. The employee has a temporary or permanent medical apparatus on or in their person which requires monitoring, syncing, input/output of data, etc., through the use of the smartphone or medical device.
 - 2. The medical apparatus and correlating need for a smartphone or medical device has been prescribed by a healthcare provider.
- B. Smartphones will not be allowed into the institution or center to monitor general health app such as Fitbit, Samsung Health, etc.
- C. Requests and Approvals
 - 1. When an employee requests such an accommodation, the Human Resources Director (and ODES staff, if appropriate) shall have an interactive conversation with the employee.
 - 2. The Human Resources Directors (and ODES staff, if appropriate) may ask additional information from the healthcare provider to include:
 - a. Is there a different method to manage the medical issue which doesn't require the use of a smartphone or medical device?
 - b. If not, how often and when will the employee need to look at the smartphone/medical device and for how long?
- D. The institution shall consult with ODES prior to approving or denying the request.

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- E. If the request is approved, the employee shall:
1. Have security measures (face recognition, biometrics, password, etc.) in place to lock and unlock the smartphone.
 2. Have the any notifications on vibrate mode prior to entering the facility.
 3. Keep any notifications on vibrate mode at all times while in the facility.
 4. Turn all other notifications off prior to entering the facility.
 5. Only use the smartphone/medical device for medical purposes while in the facility.
 6. Only view the smartphone/medical device long enough to view the app and/or manage the medical condition.
 7. Keep the smartphone/medical device on their person at all times, keeping it out of PIOC sight.
 8. Use the smartphone/medical device as discreetly as possible for its intended medical purpose. Use in front of PIOC or other staff should be avoided if at all possible.
 9. Show the smartphone/medical device to the lobby staff when entering and exiting the facility. A note from HR indicating the employee is authorized to bring the phone into the facility shall accompany the phone/medical device.
 10. The facility shall determine further documentation upon entry.
 11. The employee shall consult with HR Supervisor/designee if they need to bring charging equipment or a battery pack for the smartphone/medical device. HR Supervisor/designee shall provide direction regarding where to securely charge the smartphone/medical device or where the battery pack shall be stored.
- F. If any issues arise with the steps above, the employee shall notify HR Supervisor/designee immediately.
- G. All supervisors shall keep in mind that devices could malfunction. If smartphone/medical device use will be used longer than expected for legitimate medical purposes, the employee is responsible to notify HR and a supervisor immediately.
- H. If the employee is using the smartphone/medical device for purposes other than the approved medical accommodation, corrective action may be taken. Any additional requirements at the facility shall be reviewed with ODES prior to approval.

III. State-Issued Devices

DOC staff who are issued a DOC Device shall be allowed access to all state correctional facilities with the DOC Device in their possession.

- A. When entering facilities with a DOC Device, staff shall:
1. Upon arrival, notify lobby/entrance staff of your intention to carry a DOC Device.
 2. Maintain control of the DOC Device at all times while inside the facility.

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3. Notify lobby/entrance staff that you are removing the DOC Device from correctional facility grounds upon exiting the facility.
 4. Immediately notify facility staff verbally, BTM, and the service provider if the DOC Device becomes lost or stolen on facility grounds and complete a DOC-2466.
- B. Lobby/entrance staff shall verify devices have the appropriate DOC asset tag attached to the device.
- C. Approved DOC Devices assigned to the facility and not an individual shall be stored in a designated, secure area within the facility until issued to staff. These devices shall not be utilized inside the facility unless approved by the Warden/designee.
- IV.** PIOC are not allowed to possess or use any DOC Device or staff approved device, with the exception of designated minimum-community custody PIOC drivers, who may be issued a DOC Device with the approval of the Warden/Superintendent/designee.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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Chapter: 300 Administrative		
Subject: Devices with Activated Cellular/Wireless Capabilities – Access in DAI Facilities		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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