

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.04	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 01/10/95	<b>New Effective Date:</b> 11/14/16
	<b>Supersedes:</b> 300.00.04	<b>Dated:</b> 06/15/16
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Cellular Telephones/Other Devices With Activated Cellular/Wireless Capabilities – Access in DAI Facilities		

**POLICY**

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

**REFERENCES**

Wisconsin Administrative Code s. DOC 303.30 – Unauthorized forms of communication

Wisconsin Administrative Code s. DOC 303.47 – Possession of contraband-miscellaneous

Executive Directive 40 – Cellular Telephone Policy

DAI Policy 300.00.58 – Staff Personal Property

**DEFINITIONS, ACRONYMS, AND FORMS**

BHS – Bureau of Health Services

BOCM – Bureau of Classification and Movement

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

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

DOC Device – A device with activated cellular or wireless capabilities, which includes but is not limited to tablets, iPad, iPod, PDA, smartphones, or any other instrument capable of accessing a cellular or wireless service regardless of whether the access is turned on that is DOC owned with an attached asset tag.

DJC – Division of Juvenile Corrections

DMS – Division of Management Services

DOC – Department of Corrections

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OSO – Office of Special Operations

PDA – Personal Digital Assistant

PERS – Preparedness and Emergency Response Section

WRC – Wisconsin Resource Center

## **PROCEDURE**

### **I. Non-State Issued Telephones and Devices**

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

- 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.
- D. Staff assigned off site duties that include the supervision of inmates are not authorized to possess any device.

### **II. State-Issued Telephones**

Designated 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, designated 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.
  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.
- B. Approved DOC Devices that are the property of the correctional facility 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.

- III. Inmates are not allowed to possess or use any DOC Device, with the exception of designated minimum-community custody inmate drivers, who may be issued a DOC Device with the approval of the Warden/Center Superintendent/designee.

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- IV.** The following DOC staff are allowed to carry and use DOC Devices inside DOC correctional facilities:
- A. DOC Executives
    - 1. Secretary
    - 2. Deputy Secretary
    - 3. Assistant Deputy Secretary
    - 4. Director of OSO
    - 5. Director of Public Affairs
  
  - B. DAI Management
    - 1. Administrator
    - 2. Assistant Administrators
    - 3. BHS Director
    - 4. BOCM Director
    - 5. BOCM Sector Chiefs
    - 6. Security Chief
    - 7. Assistant Security Chief
    - 8. DAI Financial Manager
    - 9. DAI Medical Director
    - 10. Wardens
    - 11. Deputy Wardens
    - 12. Corrections Security Directors
    - 13. Correctional Management Services Directors
    - 14. Correctional Center Superintendents
    - 15. Records Director
    - 16. Assistant Records Directors
    - 17. Office of Program Services Director
    - 18. BHS On-Call Physicians
    - 19. BHS Nursing Coordinators
  
  - C. DMS/DCC/DJC Management
    - 1. Administrator
    - 2. Assistant Administrator
    - 3. Regional Chief
    - 4. DJC Superintendent
  
  - D. WRC Management
    - 1. Superintendent
    - 2. Assistant Superintendent
    - 3. Security Director
- V.** DAI correctional facilities shall post the current list of designated DOC staff.
- VI.** All other DOC staff requesting to carry a DOC Device inside a facility shall have advance approval of the Warden/designee.

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**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.04	<b>Page</b> 5 of 5
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<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Cellular Telephones/Other Devices With Activated Cellular/Wireless Capabilities – Access in DAI Facilities		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

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

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other