
Policy Number:	301.042
Title:	Use of Personal Electronic Devices at a Correctional Facility
Effective Date:	11/01/24

PURPOSE: The purpose of this policy is to provide direction for employees and specific types of contractors for carrying their electronic devices within a correctional facility and to outline how and when those devices may be used while inside a correctional facility.

APPLICABILITY: All MN DOC Correctional Facilities

DEFINITIONS:

Contractor – a “Type 5 – Other” individual employed by a business working under a formal, written agreement to provide services in exchange for specified consideration, per Policy 300.020, “Access to Correctional Facilities and Other Department Locations by Non-DOC Persons.”

Employee – any person employed by the Department of Corrections (DOC).

Personal electronic device – an employee-owned cell phone or a smartwatch capable of sending and receiving calls, text messages, or accessing the Internet independent of a cell phone.

Accessories – any items not permanently connected to the phone/watch excluding the case/watch band. This includes such examples as charging cords, charging blocks, battery packs, and universal serial buses (USBs).

Misuse – inappropriate deliberate and willful action. This includes taking photos, recording video, recording audio, etc.

PROCEDURES:

- A. Employees or contractors may bring their personal electronic devices inside the secure perimeter of a facility or to their worksite outside the secure perimeter of a facility. No additional accessories are allowed.
 - 1. Approval of the personal electronic device(s) is for the employee’s primary work location only. Approval is not transferrable to another facility.
 - 2. Employees must log their personal electronic device(s) on the radio log each day when they log their radio in/out.
 - 3. Employees and contractors must always maintain control of their personal electronic device(s) while inside a facility. Electronic devices must always be kept on their person.
 - 4. Use of the personal electronic device must be limited to official break periods and lunch breaks with the following exception: Employees and contractors may check messages periodically throughout the day. Employees and contractors may reply with a brief response to family who may be checking in (for example, children arriving home from school).

5. Employees and contractors must disable hot spot functionality on all personal electronic devices before entering and while on facility grounds unless previously approved by the appointing authority.
 6. It is the responsibility of the employee or contractor to ensure they complete their assigned duties and are not distracted by their personal electronic device.
 7. Personal electronic devices must be password protected and must auto-lock after a short period of inactivity.
 8. Employees and contractors must ensure their personal electronic devices are on silent mode while at a workstation/post.
 9. In the event employees/contractors receive an emergency text or call during working hours, they must request permission from their supervisor and/or the watch commander prior to leaving the post or facility.
 10. Employees and contractors must not take photos, record audio, or record video on their personal electronic devices while at a facility or job site.
 11. In the event an employee or contractor misplaces or loses their personal electronic device(s) while at a facility:
 - a) The employee or contractor must immediately notify the supervisor/officer-in-charge (OIC) and the watch commander.
 - b) The employee or contractor must write and submit an incident report.
 - c) The employee or contractor must assist in the deactivation of their device(s).
- B. Use of a personal electronic device may not take place where any incarcerated person/resident may see or hear the employee or contractor.
1. Employees and contractors may not accept or place calls while at a workstation/post where incarcerated persons/residents may be able to witness or hear the conversation.
 2. Employees and contractors may not access the Internet or other applications while at a workstation/post where incarcerated persons/residents may be able to witness or hear the conversation. Employees and contractors may not use the Internet, or other applications in any location unless previously approved by the appointing authority.
 3. Employees and contractors must not allow incarcerated persons to access their personal electronic devices, view screen content, or hear audio.
- C. Employees or contractors wishing to bring their personal electronic devices to their worksite must complete the required electronic training and the Personal Electronic Device Access and User Agreement form electronically (copy attached). Employees and contractors must provide their device(s), cell number(s), and identity of their carrier and have their supervisor's approval. This information is maintained by the warden's assistant or designee with confidential status.
1. The electronic facility mobile device tracking sheet is shared with the watch command.
 2. Employees or contractors who have changed cell phone numbers or providers must submit a new Personal Electronic Device Access and User Agreement form.

3. Master control staff must hold a list of all employees and contractors approved to carry their personal electronic devices at a correctional facility.
- D. Unless permitted by Policy 104.470, "Mobile Communications Devices," no employee may conduct DOC work on their personal electronic device at a facility.
- E. Misuse of the personal electronic device(s) subjects the employee to a minimum six-month device suspension up to a permanent revocation of their permission to use the device within a correctional facility, as determined by the facility's warden. Suspension or revocation of electronic device privileges is not considered corrective action or discipline.
- F. Misuse of the personal electronic device(s) with additional policy violations, including such examples as Policies 103.210, "Electronic Communications," 103.220, "Personal Code of Conduct," and 103.222, "Communications Outside the Department," may trigger other appropriate discipline, up to and including termination of employment. or removal of contractor status and entry for contractors.
- G. Personal electronic device approval, suspension, and/or revocation documentation is maintained by the warden's assistant.

INTERNAL CONTROLS:

- A. The SharePoint radio log is retained by the facility's master control.
- B. The electronic facility mobile device tracking sheet is retained by the facility's leadership.
- C. Personal Electronic Device Access and User Agreement forms are retained by the warden's assistant or confidential designee.
- D. Documentation of personal electronic device approval, suspension, and/or revocation is retained by the warden's assistant or confidential designee.
- E. Required training is documented in the agency's approved electronic training system.

REFERENCES: Minnesota Management and Budget (MMB), [HR/LR Policy #1423, "Appropriate Use of Electronic Communication and Information Technology"](#)
MMB, [HR/LR Policy #1438, "Mobile Device Use"](#)
[Policy 103.210, "Electronic Communications"](#)
[Policy 104.470, "Mobile Communications Devices"](#)
[Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons"](#)
[Policy 300.300, "Incident Reports"](#)

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: [Personal Electronic Device Access and User Agreement](#) (301.042A) ([public pdf for 301.042A](#))

APPROVALS:

Commissioner of Corrections

