



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 12-138D

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SECURITY AND CONTROL: Employee Personal Cell Phone and Smartwatch Devices

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Approved By: , Secretary Next Scheduled Review: 02/2026

POLICY

Employees or volunteers shall not possess personal cell phones, cell phone chargers, cellphone batteries, Subscriber Identity Module (SIM) cards, portable storage devices, and/or any blue tooth devices within any area of a correctional facility except as indicated in this policy. Violation of this policy shall be grounds for disciplinary action.

DEFINITIONS

Employee: Any person employed full time, part time, or on a temporary appointment to the Kansas Department of Corrections. For purposes of this IMPP, this definition shall include any person employed by a public or private entity under contract to provide services to the Kansas Department of Corrections.

Volunteer: Any person, including interns, who provides, through his/her own volition, a service to a facility or field services office, and has completed an orientation and basic volunteer program.

PROCEDURES

I. Authorization of Personal Cell Phones and/or Smartwatches in a Correctional Facility

- A. Staff members and assigned contract providers may be authorized to bring in, possess, or use a cell phone and/or smartwatch device within the correctional facility.
 - 1. Staff may also bring in, possess, or use a cell phone charger or batteries/power packs without going through the approval or registration process to use with their approved device.
 - 2. This policy shall not apply to other personal blue tooth devices such as headphones, ear pods, helmets, speakers, etc.
- B. Authorization of approvable devices shall require that staff and assigned contractors complete and submit, and have received approval for such, using the Cell Phone and Smartwatch Device Authorization Form for Correctional Facilities (Attachment A).
 - 1. Once approved, a cell phone chit shall be issued to the staff member or assigned contract provider. The chit shall be red in color and contain information regarding the make, model, service provider, or any other identification of the cell phone.
 - 2. If a staff member or assigned contract providers phone information changes (i.e. a new phone), a new Cell Phone and Smartwatch Device Authorization Form shall be

completed, and turned in to the designee, to remove the previous phone as an approved device.

- a. The associated phone chit shall be destroyed.
 - b. A new Authorization Form shall be completed for each new device.
- C. Approval is limited to the correctional facility in which the staff member or contract provider is assigned only.

II. Procedures for Processing Cell Phones and Smartwatch Devices into a Facility

- A. Upon entry into the correctional facility, and/or secure perimeter staff members or assigned contract providers shall give their cell phone chit to the front entrance officer at central control, or designated area, and the chit shall be placed in a cell phone ID book or chit board.
 1. The cell phone ID book or chit board shall be kept in a secure location when not in use.
- B. If using an ID book, it shall contain a second ID card for the specific individual in a card sleeve. The cell phone chit shall be placed in the corresponding sleeve containing the individual's secondary ID card. This process indicates that the specific individual is carrying a cell phone within the facility.
- C. Security staff at the entry checkpoint shall inspect the cell phone to verify the following:
 1. The cell phone's information matches the information (carrier, brand, model, phone number, etc.) on the cell phone chit;
 2. The screen lock function is enabled; and
 3. The phone requires a password, code, or other secure means to unlock.
- D. Staff members and assigned contract providers leaving the facility shall retrieve their cell phone chit from central control or designated area.
 1. Before leaving the facility, security staff shall check the cell phone to verify it matches the information on the cell phone chit.

III. Cell Phone and Smartwatch Device Usage

- A. Staff and assigned contract providers shall limit the use of personal phones and smartwatch devices so that such usage does not interfere with the performance of their duties.
- B. The following cell phones, related items, and activities are prohibited:
 1. Any KDOC work related communication, photo, video, or recording to include posting any work-related content on a Social Media site;
 2. Allowing residents to hold, use, or view any content on a cell phone;
 3. Cell phone use when residents are present (to include programming, visiting, day room, meals,) during resident movements, count times, accountability checks, etc;
 4. Disposable cell phones, cell phones without a screen lock function, and cell phones the service provider cannot disable;
 5. Plugging cell phones into KDOC computers or connecting to Wi-Fi or any network application;

6. Listening to music; and
 7. Watching movies, sporting events, streaming or viewing social media sites, etc.
- C. Additional guidelines for the use of personal cell phones include the following:
1. Staff members and assigned contract providers shall keep the screen lock function enabled when inside the facility.
 2. Cell phones shall remain secured on the owner's person unless being charged.
 - a. In the event the cell phone needs to be charged, the charging shall occur in a secure area inaccessible to residents.

IV. Additional Guidelines

- A. The Kansas Department of Corrections is not responsible for any loss or damage to the phone or device for any reason.
- B. Except as allowed in this policy, any employee found to be in possession of personal cell phones, cell phone chargers, cell phone batteries, and/or any blue tooth devices within any area of a correctional facility outside the confines of the employee's locked vehicle, while attempting to enter a correctional facility, or while on duty and in direct contact with a resident may be subject to corrective or disciplinary action.

V. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and residents and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or residents, or an independent duty owed by the Department of Corrections to employees, residents, residents, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

None.

HISTORY

02-01-23 Original

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Cell Phone and Smartwatch Device Authorization Form for Correctional Facilities	1 page

Kansas Department of Corrections

Cell Phone and Smartwatch Device Authorization Form For Correctional Facilities

Employee Name: _____
 Last First Employee ID #

Device Information:

Brand: _____ Model: _____ Phone Number: _____

Carrier: _____ Carrier contact number: _____

- I authorize the Kansas Department of Corrections or designee to contact my service carrier and shut off my cell phone in the event my phone is lost or stolen while on KDOC property.
- Furthermore, I acknowledge that if I choose to bring my personal cell phone into a correctional facility, I will not hold KDOC responsible for any physical damage or loss to the phone including any content or data.
- I understand the risks and potential dangers of bringing a cell phone into a correctional facility and agree to strict compliance with all rules, policies, procedures, and directives. I have read and received a copy of the **Employee Personal Cell Phone and Smartwatch Devices Policy**.
- I understand that failure to comply with any of the procedures or policies may result in the loss of this privilege either temporarily or permanently. I further understand failure to comply with these procedures or policies may result in disciplinary action, which may include investigation and prosecution in accordance with laws of the State of Kansas.

Staff or Assigned Contractor Signature Date

Approved: _____
 Facility Head or Designee Date

Date: _____

_____ (check if applicable) I no longer intend to carry this device into a correctional facility, and therefore, revoke this authorization.

Staff or Assigned Contractor Signature Facility Head or Designee Signature

_____ Cell Phone Chit has been returned by employee

_____ Cell Phone Chit has been destroyed