
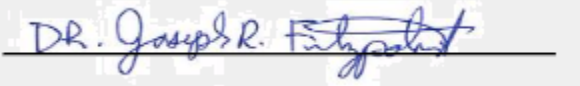


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| <b>POLICY TITLE: USE OF CELLULAR TELEPHONES</b>                                   |   | <b>PAGE 1 OF 3</b>   |
| <b>POLICY NUMBER: 1.14</b>  |   |  |
| <b>CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT</b>                    |   |  |
|  | <b>STATE of MAINE</b><br><b>DEPARTMENT OF CORRECTIONS</b><br><br><b>Approved by Commissioner:</b><br> | <b>PROFESSIONAL STANDARDS:</b><br><br><b>See Section VII</b> |
| <b>EFFECTIVE DATE:</b><br>February 12, 2004                                       | <b>LATEST REVISION:</b><br>November 3, 2017   | <b>CHECK ONLY IF APA [ ]</b>                                 |

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to review the procurement and use of cellular telephones by approved staff to conduct official state business.

**IV. CONTENTS**

Procedure A: Use of Cellular Telephones, General  
 Procedure B: State-Owned Cellular Telephones

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Use of Cellular Telephones, General**

1. Cellular telephones, other than those issued by the Department and/or approved by the Commissioner, or designee, are not allowed inside secure correctional facilities. All other persons entering a Department of Corrections facility must leave all cellular telephones secured in his or her vehicle or at the front reception area of the facility.

2. Unless authorized in writing by the Commissioner, or designee, only approved contract staff shall be allowed to use a personal cellular telephone inside a correctional facility for state business. The Commissioner, or designee, may withdraw this authorization at any time for any reason.
3. If cellular telephone use is necessary for contract staff to conduct state business, the Department contractor shall provide a list of approved staff to the Commissioner, or designee, of those contract staff for whom it is necessary to have a personal cellular telephone inside a correctional facility to conduct state business. The list shall include the staff's name, the phone number, and the company providing the cellular service. The approved staff shall ensure that:
  - a. access to the cellular telephone is password protected and is in the locked mode when not in use;
  - b. the cellular telephone or cellular telephone numbers are not accessible to a prisoner or a resident;
  - c. a prisoner or a resident is not allowed to use the cellular telephone; and
  - d. staff shall not make or receive a call for the prisoner or resident on the cellular telephone.
4. On an annual basis, the Commissioner, or designee, shall review the listing of staff authorized to have a state-owned cellular telephone and those staff allowed to have a personal cellular telephone inside a correctional facility to conduct state business.
5. Personally owned cellular telephone charges are not reimbursable for State business or otherwise.
6. Each facility Chief Administrative Officer shall ensure that all entrances to the facility are properly posted with signs providing proper notification that "ALL NON-STAFF PERSONS ENTERING THIS FACILITY ARE PROHIBITED FROM USING OR POSSESSING CELLULAR TELEPHONES. CELLULAR TELEPHONES MUST BE SECURED IN PERSONAL VEHICLES OR CHECKED IN AT THE FRONT RECEPTION AREA."
7. Supervisors shall advise the Commissioner, or designee, in writing, in the event of loss, theft, transfer, reassignment or deletion of any authorized cellular telephone.
8. If a state-owned cellular telephone is lost through negligence, it shall be replaced at the expense of the employee.
9. Failure of staff to comply with the provisions of this policy may result in corrective or disciplinary action up to and including termination.

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**Procedure B: State-Owned Cellular Telephones**

1. Only staff or position assignments that have signed authorization from the Commissioner, or designee, shall be issued a state-owned cellular phone.
  - a. staff requesting a state-owned cellular phone shall submit a request with justification through the supervisory chain of command to the Commissioner, or designee, for final approval or denial; and
  - b. upon approval, all documents shall be forwarded to the Commissioner, or designee, for purchase, activation, and tracking.
2. Staff with a demonstrated need for digital, encrypted transmissions, shall submit documented justification for the purchase of a state-owned digital cellular telephone.
3. The use of state-owned cellular telephones is approved for official State business only. Personal use of state-owned cellular telephones is prohibited, except for de minimis incidental personal calls or emergency calls.

**VII. PROFESSIONAL STANDARDS**

None

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