

Individuals may be eligible to purchase or receive a cell phone while in a Reentry Center to use and possess for designated purposes.

Eligibility is contingent on meeting the following conditions:

- The cell phone must be approved in advance by the assigned case manager.
- The individual may purchase their own cell phone or receive one from another source approved by the case manager.
 - Individuals *purchasing their own cell phone*: The maximum check request for the phone is \$125.00. A pay-as-you-go cell phone may be purchased. The maximum check request for the monthly data is \$50.00.
 - Individuals *receiving a cell phone from someone else*: The phone plan and charges are the responsibility of the person or entity providing the phone. Requests for reimbursement of costs will be considered based on the individual's financial situation. Reimbursement may not exceed for \$125.00 for the phone and \$50.00 per month for the data.
- The individual is only permitted to purchase and possess one (1) personal cell phone.
- Upon receipt of a cell phone, the individual must present it to the assigned staff to record the cell phone make, model, telephone number, and access passcode. An authorized phone, charger, and earbuds/headphones are allowed in the individual's room once authorized.
- All phones in the facility will be secured between 2200 hours and 0600 hours or as determined by the Reentry Center Community Corrections Supervisor (CCS).
- Access to social media is at the discretion of the case manager. Individuals are prohibited from accessing any cash, banking, and dating applications.
- All passcodes must be provided to the case manager. Each facility will determine how this information is shared for the purpose of searching per DOC 420.325 Searches and Contraband for Work/Training Release.

Searches

- Cell phones are subject to search at any time as authorized by the CCS/designee. Searches will be conducted and recorded per DOC 420.325 Searches and Contraband for Work/Training Release.
- Upon completion of a search, Control/Duty Desk employees/contract staff will record the search as follows:
 - No issues identified: Positive Behavior Observation entry (BOE)
 - First issue identified: Minor violation.
 - Any subsequent issues identified: Chronological entry and possible referral for behavioral classification
- Any issue identified during a cell phone search that meets criteria for a serious violation will be addressed per DOC 460.135 Disciplinary Procedures for Work Release.

Basic Rules

- Phones will not interfere with individual programming or other individual's programming needs.
- Individuals may use the phone in their room or when signed out of the facility. Using the phone in common areas, including facility vehicles, is prohibited unless authorized by facility rules.
- When signed out of the facility, calls from the facility must be accepted or responded to as soon as possible.
- Contacting other individuals in a Reentry Center via cell phone is permitted only with prior approval by the case manager.
- Phones will be turned off during transport in facility vehicles.
- While on state property or facility grounds, individuals will refrain from audio recording, video recording, or photographing any employees, contract staff, volunteers, other Reentry Center individuals, employee/contract staff/volunteer vehicles, or safety/security feeds. Exceptions may be granted by the CCS at family friendly events.
- Phones may not be used to send/receive/store sexually explicit material(s).
- The SIM card is not to be removed at any time.

Agreement

- Use of the cell phone in violation of WAC serious infractions or criminal law is strictly prohibited.
- If an individual violates this agreement, cell phone privileges may be suspended and/or revoked and the individual's cell phone will be immediately confiscated.
- Any violation of this agreement may result in a disciplinary process per DOC 460.135 Disciplinary Procedures for Work Release. Violations will be addressed progressively based on the severity of issue, number of prior violations, and adjustment to the facility and programming expectations. Any suspected violation of criminal law will be referred to the appropriate law enforcement agency.

By signing below, I acknowledge that I have received, understand, and will abide by this Cell Phone Agreement.

Name	Signature	DOC number	Date

Case manager	Signature	Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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