



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
12/27/21

PAGE NUMBER
1 of 4

NUMBER
DOC 400.030

POLICY

TITLE
WIRELESS PORTABLE TECHNOLOGY IN PRISONS

REVIEW/REVISION HISTORY:

- Effective: 4/7/04
- Revised: 5/10/04
- Revised: 8/2/05
- Revised: 9/27/07
- Revised: 3/5/09
- Revised: 9/4/09
- Revised: 8/29/11
- Revised: 1/14/13
- Revised: 6/21/16
- Revised: 12/27/21

SUMMARY OF REVISION/REVIEW:

Policy Statement I., Directive I.D.1. & 2., and III.A. - Adjusted language for clarification
 I.B. - Removed language for clarification
 I.D. - Added clarifying language
 Added I.D.1.a. that Public Access employees will verify Department-issued technology has an asset tag
 Removed I.E. content covered in other Department policy
 I.F. and II.A. - Removed unnecessary language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

12/1/21

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 280.100 Acceptable Use of Technology; DOC 280.310 Information Technology Security

POLICY:

- I. The Department has established guidelines for possession and use of approved wireless portable technology (e.g., cellular telephones, smartphones, cameras, video equipment, tablets, laptop computers, walkie-talkies) within the secure perimeter to maintain order and security and prevent the introduction of contraband into facilities.
 - A. Requirements are also applicable to employees working in the tower, in a vehicle conducting perimeter patrols, or other assignments outside the secure perimeter as determined by the Shift Commander.
- II. The Department will not be liable for loss of or damage to any personal items.

DIRECTIVE:

- I. General Requirements
 - A. Personal cellular/smart phones and smart watches are not allowed within the secure perimeter of any Prison.
 - B. Activity trackers (e.g., Fitbit, pedometer) will be allowed on Prison grounds as long as they do not have the capability of acting as a hot spot/access point.
 - C. Employees/contract staff not normally assigned to the facility that have been issued wireless portable technology by the Department may retain and use it within the secure perimeter of a Prison.
 1. Wireless portable technology must be documented on DOC 21-577 Visitor Log when checking in and out of the facility.
 - a. Public Access employees will verify Department-issued technology has an asset tag.
 - b. Employees/contract staff will ensure they depart the facility with all items/equipment.
 2. Wireless portable technology will only connect to the Department's wireless network while inside the facility.

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D. Personal wireless portable technology will not be connected to the Department network in any manner.

E. Use of wireless portable technology and software not issued by the Department for contract staff must be formally authorized in the contract and follow DOC 280.100 Acceptable Use of Technology and DOC 280.310 Information Technology Security.

II. Facility Issue

A. The Superintendent will designate an employee to maintain tracking of facility-issued wireless technology.

B. Information pertaining to wireless portable technology will be kept on file with the point of issue to allow for disabling, if necessary.

C. Employees/contract staff will be responsible for returning facility-issued equipment to the Superintendent/designee when the equipment is not functioning properly or is no longer needed.

III. Authorization Within Prisons

A. Employees/contract staff and professional visitors must have DOC 21-573 Wireless Portable Technology Security Exemption Request signed by the Superintendent/Assistant Secretary for Prisons/designee to take wireless portable technology not issued by the Department within the secure perimeter of any Prison.

1. Upon approval, employees/contract staff must carry a signed copy of the form with the authorized device while within the secure perimeter.

2. If any wireless portable technology is lost, the Shift Commander will be notified immediately and the service provider will be notified to disable the device, if applicable.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:



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DOC 21-573 Wireless Portable Technology Security Exemption Request
DOC 21-577 Visitor Log