

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**ELECTRONIC DEVICES IN JUVENILE DETENTION AND ASSESSMENT CENTERS (JDACs) AND TREATMENT FACILITIES (TFs)**

**Purpose:**

To prevent youth from coming into possession of electronic devices which may endanger the safety and security of staff, the facility and other youth.

**Definitions:**

Electronic Devices: Devices that store, generate, or transmit information in electronic form (i.e. cell phones/smart phones, phone watches, wearable technology, computers, tablets, cameras, video gaming systems, MP3 players, portable DVD players).

**Responsibilities:**

I. All Staff:

- A. Electronic devices (personal and department issued) may be brought into JDACs and TFs, within the following guidelines:
  - 1. As a general rule, all staff providing immediate supervision of, in the immediate presence of youth or acting in the capacity of supervision are prohibited from being in physical possession of any type of electronic device(s). Therefore, those staff must secure their electronic devices prior to entering areas where youth frequent, such as living units, booking, medical, etc. Personnel included in this procedure include, but are not limited to:
    - a. Probation Corrections Officer/Probation Corrections Supervisor I/Probation Corrections Supervisor II (PCO/PCSI/PCSII)
    - b. School staff
    - c. FAST
    - d. Volunteers
    - e. Medical
    - f. Food Services
  - 2. Central Control staff that are responsible for monitoring the Closed Circuit Television Security System (CCTSS), are subject to the same expectations as stated above.
  - 3. Electronic devices shall not be stored in any area where youth frequent, such as, living units, booking, medical, etc.
- B. Personal electronic devices may be utilized during breaks and mealtimes. However, they may only be utilized once arriving in clearly designated break areas where youth are prohibited.

II. Supervisors (PSCI/IIIs):

- A. Permitted to store their personal devices in their work offices.
- B. Shall take immediate action to address any violation of this procedure.

III. Directors (DDI/II):

- A. Permitted to store their personal devices in their work offices.
- B. Shall ensure staff are in compliance with this procedure.

**IV. Non Probation Department Staff:**

- A. Non Probation Department staff (Delivery Drivers, Risk Management, Facilities Maintenance, ISD support staff, etc.) may be allowed to retain their personal electronic devices on their person, unless they will be in the immediate presence of youth for an extended period of time, in which case the Watch Commander (WC)/Treatment Facility Supervisor (TFS) shall evaluate the situation and make a determination regarding the retention of such items.

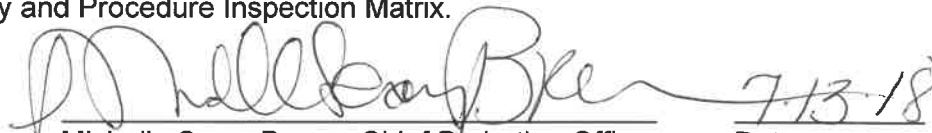
**Guidelines:**

- A. The safety and security of staff and youth are of paramount concern. Therefore, if staff are aware of violations of this procedure they shall immediately report the situation to a supervisor.
- B. Any violation of this procedure shall result in immediate action which may include, but is not limited to, informal discipline, formal discipline or immediate removal from the facility.
- C. Non supervision staff (i.e., doctors, therapists, tutors, ISD, and automated systems support staff, etc.) may utilize electronic devices for evaluations, educational/treatment purposes and technology support.
- D. All staff are required to immediately inform a supervisor if they become aware of any missing/lost/stolen personal or department issued electronic devices.
- E. In all instances where electronic devices are allowed, it shall remain in the sole possession of the authorized person and shall not be handled or utilized by the youth.
- F. Probation Officers and other law enforcement officers may retain their electronic devices when bringing a youth into the facility for booking.
- G. Attorneys/Investigators may retain their electronic devices to include, but not limited to cell phones and laptops when entering the JDAC/TF in the course of their duties in defense of the youth.
- H. Youth's parents/guardians may retain their cell phones and laptops/tablets when entering the JDAC/TF for purposes of meeting with the youth's Attorney/Investigator regarding the youth's case.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

Issued by:

  
Michelle Scray Brown, Chief Probation Officer      Date 7.13.18

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