

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b></p> <p style="font-size: 2em; text-align: center;"><b>308.01</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">2</p>
<p><b><u>CHAPTER:</u></b> Institutional Operations</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> WV Code Chapter §49-2-903</p>	
<p><b><u>SUBJECT:</u></b> Use of Electronic Devices</p>		
<p><b><u>DATE:</u></b> July 1, 2015</p>		

**PURPOSE**

It is the policy of the Division of Juvenile Services that only state-issued electronic devices are to be used in any facility, center, and/or office for job-related duties. Personally owned electronic devices are not authorized for use within any facility and/or office without prior approval from the Facility Superintendent/Director.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 308.01 dated April 1, 2012.

**APPLICABILITY**

This Policy applies to all Division of Juvenile Services' employees, contract and education employees and visitors.

**DEFINITIONS**

1. **Electronic Device** - Any device that has the capability to record via audio and/or video, download data or applications, send or receive messages, including, but not limited to, cellular phones, digital PCS devices, laptops/tablets, e-readers, televisions, cameras, radios, audio and video recording devices.
2. **Employee** – For the purpose of this policy, includes all persons working within the Division of Juvenile Services including, but not limited to, full time, part time, temporary, contract employees, and education employees.
3. **Visitor** – For the purpose of this policy, includes all non-employees entering the facility for any reason.

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## PROCEDURES

1. No employee or visitor shall use any personal electronic device within any facility, center, and/or office without prior approval from the Facility Superintendent/Director.
2. No employee or visitor shall utilize any state-issued electronic device for personal use. State-issued electronic devices are to be utilized for job-related purposes only.
  - a. Any employee on an extended leave of absence for more than 30 days who has been issued an electronic device will be required to return said device to the Facility Superintendent/Director.
  - b. This leave of absence shall include:
    - i. Medical leave (paid or unpaid)
    - ii. Personal leave
    - iii. Military Leave
    - iv. Workers' Compensation
  - c. The Facility Superintendent/Director or designee will ensure that the employee's device has been received and is stored in a secured location.
3. All persons are prohibited from recording, whether by audio and/or video, any images or sounds while on state property unless in direct relationship to their job duties.
4. Cell phones may be utilized in designated areas approved by the Facility Superintendent/Director.
5. Each facility will have in place an operational procedure to authorize areas of use for personal electronic devices, to include the prohibition of all cell phones within resident-accessible areas of the facility.

## RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
\_\_\_\_\_  
Director

7/1/15

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Date