

GEORGIA DEPARTMENT OF CORRECTIONS

Employee Communications Device

ACKNOWLEDGMENT & AGREEMENT STATEMENT

A communications device, as defined by SOP 104.47 Employee Standards of Conduct, includes any mobile or cellular phones, smart phones, electronic readers or any other device that allows for the transfer of information from one person to another by means of transmission via internet, satellite, tower, air-waves or data line. These devices are specifically prohibited inside a facility or in proximity to offenders, unless issued to an employee by the Georgia Department of Corrections for the purpose of performing his/her job duties.

- An employee shall not bring, or attempt to bring, any communications device inside a Georgia Department of Corrections facility or State vehicle (perimeter vehicle, transport vehicle).
- An employee shall not provide (give, lend or sell) a communications device to an offender for any reason.

Personal communications devices must be kept secured, in the employee's personal vehicle, at all times while the employee is on duty or remains inside the bounds of the facility property (guard line).

Any violation of the conditions of this agreement shall be cause for adverse action, up to and including termination, against the employee.

I, the undersigned employee of the Georgia Department of Corrections, have read and understand the policy specifically prohibiting the introduction of a personal communications device on facility property.

I hereby acknowledge complete understanding of these terms and agree to abide by the conditions of this Communications Device statement.

Employee Signature

Date

Employee Printed Name

Employee ID

Retention Schedule: Upon completion, this form shall be retained permanently in the employee's local and official personnel file.