GEORGIA DEPARTMENT OF CORRECTIONS **Standard Operating Procedures**		
Policy Name: Wireless Communications Devices		
Policy Number: 204.09	**Effective Date:** 11/13/2025	**Page Number:** 1 of 4
Authority: Commissioner	**Originating Division:** Facilities Division	**Access Listing:** Level I: All Access

I. Introduction and Summary:

This procedure explains the authorizations of Wireless Communication Devices (Devices) inside any Georgia Department of Corrections (GDC) facility and supports searches of facilities and offenders to control contraband and its disposition. The GDC reserves the right to investigate, retrieve and read any communication or data stored on its respective servers, and that which is composed, transmitted or received through voice services and online connections.

II. Authority:

A. GDC Standard Operating Procedures (SOPs): 104.47, Employee Standards of Conduct; 105.04, Telecommunications Policy Statement; 203.03, Incident Reporting; 205.07, Post Orders; 206.02, Management of Offender Property or Contraband; 215.03, Transitional Center Post Orders; 215.23, Transitional Center Resident Cell Phones, and 226.02, Entry Security Procedures.

III. Definitions:

As used in this SOP, these terms are defined as follows.

A. **State Repository of Information System (SCRIBE)** - GDC's official offender records management system.

B. **Wireless Communication Devices (Devices)** - includes, but are not limited to the following:

1. **Cellular (Cell) Phone** - A phone that permits Wireless Communication.

2. **Commercial Frequency Two-way Radios** - Digital radios operating on frequencies assigned to companies such as Southern LINC and Nextel. These radios may have cell phone capability. They differ from radios that operate on public safety frequencies.

3. **Pager** - Small personal radio receiver that gives indication when a radio signal is received.

4. **Smart Glasses** - A Pair of Eyeglasses (Prescription and Non-Prescription) that can permit Wireless Communication, allow internet access, and/or send and receive text messages.

5. **Smart Phone** - Cell Phone that can handle data in addition to voice calls. It often allows users to browse the internet.

6. **Tablets or Personal Digital Assistant (PDA) With Wireless Access** - Handheld Device that combines computing, telephone/fax, internet, and/or networking features.

7. **Text Messaging Device** - Device capable of sending and receiving text message to similar Devices, Cellular telephones, or Pagers;

8. **Watches with Internet Access** - Watches that allows the user to connect to a server to provide any range of internet access.

IV. Statement of Policy and Applicable Procedures:

A. Only State-issued Devices or GDC approved Devices that are assigned to staff should be allowed inside the facility. Cell Phones allowed for Transitional Center Residents are addressed in SOP 215.23, Resident Cell Phones. At the first security Checkpoint, the employee shall disclose to facility staff the type(s) of Devices he/she is bringing into the facility. Facility staff will examine Devices to ensure the validity of the Devices.

1. Once the Devices are examined the facility staff conducting the first security check shall complete the Attachment 1, Wireless Device Tracking Sheet and secure it to the staff member's locator card or picture ID.

2. When the staff member exits the facility, the Devices and the information on Attachment 1 shall be examined to ensure that the Devices that are being taken out of the facility are the same Devices that entered the facility. The facility staff, at the first checkpoint where the Devices were originally examined, is responsible for ensuring this.

3. Facility staff assigned Devices are responsible for maintaining the accountability of his/her Devices at all times while inside the facility.

B. At no time shall non-state issued Devices be allowed inside any GDC facility without prior approval of the Appointing Authority. The only exceptions will be in the following cases: Health Service Administrator (HSA), Physicians, Psychiatrists, and/or Psychologists are authorized to bring personal Cell Phones/Smart Phones into the facility ***with prior written*** approval from the Appointing Authority.

1. The Appointing Authority shall maintain a copy of the written authorizations. Vendors/Contractors employed by other entities, such as AT&T, Dell, Building Maintenance Companies, and Emergency Services Personnel, may need to bring non-state issued Devices into the facility ***without prior written*** approval of the Appointing Authority, but the Appointing Authority **must** still provide approval before non-state issued Devices are allowed into the facility.

C. All occurrences involving the detection or discovery of unauthorized/illegal Devices must be entered into the Incident Reports application in Scribe.

1. This includes instances when Devices can be tied or linked to a specific offender(s) as well as when Devices cannot be tied or linked to an offender, such as Devices found in common areas within the facility.

2. Finally, the number of these Devices must be entered into the summary section of the Incident Reports application. Any Devices confiscated and deemed contraband shall be disposed of in accordance with SOP 206.02, Management of Offender Property and Contraband.

D. This procedure does not restrict the responsibility of the Warden or Superintendent to prevent the introduction of contraband into the facility.

V. Attachments:

Attachment 1: Wireless Device Tracking Sheet

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be maintained for one (1) year in the Deputy Warden of Security's Office.