

**TO:** All Wilder Youth Development Center Employees

**FROM:** Wilder YDC Superintendent

**Date:** 3/20/25

**Subject:** Cellular Phone Authorization

**Personnel Authorized**

Per DCS Policy 27.21, Contraband and Preservation of Physical Evidence, cellular phones are prohibited except for designated personnel. Superintendent shall designate in writing employees who are authorized to bring cellular phones past enter name of location. Employees are responsible for the cellular phones assigned to them, which may include payment for the phone if lost or stolen. If the cellular phone is lost, employees are to immediately report the loss to their immediate supervisor per policy 7.16, Procurement of Telecommunication Equipment and Services. In the event the state-owned cellular phone is used to make a personal call, reimbursement is to be submitted to the state.

**Any employee other than those listed below found in possession of a cell phone will be in violation of policy, and the cell phone will be confiscated as contraband. Any visitors found in possession of a cellular phone will be asked to leave the premises.**

Superintendent