

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
Policy: 01-14	Page 1 of 3	
USE OF PERSONAL ELECTRONIC DEVICES		
<p>RATIONALE: Division staff have a primary responsibility to ensure safety and manage behavior through the supervision of youth in their care, custody, or control. Use of any personal electronic device(s) while on duty may distract staff from their primary responsibility. Use or possession of such devices in Division facilities by youth, parents, or other visitors may present security risks or interfere with treatment.</p> <p><i>Related Policies, Applicable Standards, Statutes: UCA 76-8-311.3; DHHS Policy 05-04 Interview Recording Policy; 07-10 Appropriate Use of IT Resources</i></p>		
Original Effective: May 9, 2019	Revision: September 19, 2024	Next Review Due: September 20, 2027

I. DESCRIPTION

The Division prohibits the use or possession of any personal electronic device by staff, while on duty, unless necessary in the performance of a work-related responsibility and generally prohibits the use or possession of such devices in Division facilities by minors, parents, and other visitors.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Personal Electronic Device:** A device capable of collecting, storing, transmitting via Wi-Fi, or processing electronic data or images. This includes, but not limited to; cell phones, tablets, Wi-Fi enabled or data enabled smartwatches and smart glasses, personal music or video player, video game device, thumb drives, or other recording or storage devices.

III. POLICY

- A. Use of Personal Electronic Devices by Staff in Facilities and Programs
 - 1. Unless being used by staff in the performance of their duties, cell phones, including Division issued phones, shall not be taken into Division facilities and programs except in designated administrative areas unless otherwise approved by Assistant Program Director (APD).
 - a) Authorized cell phones being used in facilities and programs may be used by staff for official Division business only.
 - b) Staff may bring a personal cell phone to their work place during a work shift, provided that it is stored securely in a designated area and is not accessed while the staff member is on duty. The Division is not responsible for loss of or damage to any such personal cell phone brought by staff to the workplace.
 - 2. Staff shall not take any type of personal electronic device into any Division facility or program or community service site at which minors under the care, custody, or control of the Division are present, except for those items that are necessary for the performance of their duties.
 - 3. Use of recording devices of any type, including digital voice recorders, other audio recorders, video recorders, and still or video cameras is not allowed in any facility or program except for those being used by staff in the performance of their duties.
 - a) Use of authorized recording devices (DHHS Policy 05-04 Interview Recording) is limited to approved job-related functions. Any recording of a minor in the care, custody or control of the Division other than relating to an official investigation, training or treatment is prohibited.
 - b) Attorneys, medical and mental health personnel, and other persons may be granted an exception upon specific authorization from the APD.
 - c) Exceptions for the use of recording devices by a journalist may be granted by the Division Director only.
- B. Staff Responsibility
 - 1. When transporting minors or when supervising minors in the community for community service or recreation, staff shall use a Division approved cell phone to enable necessary communication; otherwise, staff shall not take personal electronic devices to work sites.

2. Staff and other persons may be granted an exception upon specific authorization from the APD or Program Director (PD) for a specified purpose.

C. Use of Personal Devices by Minors

1. Minors issued a cell phone in the community shall read and agree to the rules of the cell phone (see Youth Cell Phone Use Authorization form).
2. Staff shall not allow minors in Division secure facilities to use or access personal electronic devices.

IV. Continuous Renewal

This policy shall be reviewed every three years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team, and is approved upon the signature of the director.



Brett M. Peterson Director
Division of Juvenile Justice and Youth Services

09/19/2024

Signature Date