

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIA20-0001 (204.09)	Revises Previous Effective Date: 09/15/06
Subject: Wireless Communication Devices		
Authority: Bryson/Jacobs	Effective Date: 04/21/15	Page 1 of 3

I. POLICY:

This procedure explains the authorizations of wireless communication devices inside any Georgia Department of Corrections (GDC) facility. The Georgia Department of Corrections reserves the right to investigate, retrieve and read any communication or data composed, transmitted or received through voice services, online connections and/or stored on their respective servers.

II. APPLICABILITY:

All employees, visitors, contractors, vendors, and inmates of the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

SOPs: IIA07-0007, IIB01-0030, IIB06-0002, IID02-0002, IID04-0007, IIE07-0004, IIIC03-0008, IVF02-0001 and IVO14-0001.

IV. DEFINITIONS:

A. WIRELESS COMMUNICATION DEVICES ARE CONSIDERED TO BE EITHER OF THE FOLLOWING:

1. Cellular phone: A phone that permits wireless communication.
2. Smart phone: Cell phone that can handle data, not only voice calls. They often allow users to browse the internet.
3. PDA with wireless access: Handheld device that combines computing, telephone/fax, Internet, and networking features.

Functional Area: Facilities Operations	Prev. Eff. Date: 09/15/06	Page 2 of 3
	Effective Date: 04/21/15	Reference Number: IIA20-0001 (204.09)

4. Blackberry: Type of PDA that connects to a server for sending and retrieving e-mail.
5. Pager: Small personal radio receiver that gives indication when a radio signal is received.
6. Text Messaging Device: Device capable of sending and receiving text message to similar devices, cellular telephones, or pagers.
7. 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.
8. Watches with Internet Access: Watches that allow the user to connect to a server to provide any area of internet access

V. ATTACHMENTS:

Attachment 1: Wireless Device Tracking Sheet

VI. PROCEDURE:

- A. State owned wireless devices that are assigned to staff will be allowed inside the facility. At the first security checkpoint, the employee shall disclose to the facility staff the type(s) of device(s) he/she is bringing into the facility. Facility staff will examine each wireless device to ensure the validity of the device. Once the device has been examined, the facility staff working the first security check will complete the Wireless Device Tracking Sheet (Attachment 1) and secure it to the staff member's locator card or picture ID. When the staff member exits the facility, the facility staff at the same security check point will examine the device and the information on the Wireless Device Tracking Sheet (Attachment 1) to ensure that the device that entered the facility is the same device that is being brought out of the facility. It is the assigned staff's responsibility to maintain the accountability of

Functional Area: Facilities Operations	Prev. Eff. Date: 09/15/06	Page 3 of 3
	Effective Date: 04/21/15	Reference Number: IIA20-0001 (204.09)

his/her wireless device(s) at all times while inside the facility.

- B. At no time shall any "personal wireless device" be allowed inside any GDC facility without prior approval of the appointing authority. Such approval shall be in writing and maintained by the appointing authority.
- C. This procedure should in not be interpreted to restrict the Warden's/Superintendent's responsibility to prevent the introduction of contraband into the facility.

VII. Retention Schedule:

Attachment 1 - Upon completion this form shall be kept on file in the Deputy Warden of Security's Office for a period of one (1) year.