

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Transitional Center Resident Cell Phones		
<b>Policy Number:</b> 215.23	<b>Effective Date:</b> 3/27/2020	<b>Page Number:</b> 1 of 2
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division (Transitional Center)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

Work Release Residents at Georgia Department of Corrections (GDC) Transitional Centers are allowed to obtain, have, and use center-approved cell phones.

**II. Authority:**

A. O.C.G.A. § 42-5-18(b); and

B. GDC Standard Operating Procedures (SOPs): 215.12 Resident Personal Property and 215.04 Transitional Center Security Procedures and Responsibilities.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

A. Work Release Residents at GDC Transitional Centers shall be allowed to obtain a center-approved cell phone under the following conditions.

1. Any cell phone must be approved and marked by center personnel.
2. Work Release Residents may obtain a cell phone as soon as they arrive at the facility, however, the facility Superintendent shall determine when cell phones are issued at their respective facilities.
3. The cell phone service must be in the resident's name, and be either pre-paid or a "no contract" service agreement.
4. Resident must provide a valid cell phone number to the center and must agree to accept calls from the center.
5. Phone usage shall be prohibited in the common areas of the center, such as classrooms and the dining hall. The only authorized locations for cell phone use shall be the resident rooms and on the recreation yard.
6. Phones shall not be used during count.
7. Phones MUST be set to vibrate or silent while in the center.
8. Residents are prohibited from lending, selling, or borrowing cell phones.

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9. Cell phone privileges may be revoked at the discretion of the Superintendent or for any disciplinary reason.
10. Residents are expected to follow all workplace rules regarding cell phones.
11. Cell phones must be taken home with residents when they are discharged from the center.
12. Residents must inform their counselor or shift OIC immediately if their cell phone is lost, stolen, or disconnected for any reason.
13. Residents shall not utilize any type of lock code on their cell phone.
14. Georgia Department of Corrections staff or any other law enforcement agency has the authority to confiscate, search, track, and/or obtain any information concerning resident cell phones.
15. The Superintendent or his/her designee shall review the court records and Judge's orders of sex offenders to ensure there are no restrictions regarding possession of a cell phone or internet capable device.

**V. Attachments:**

Attachment 1: Resident Request for Authorization to Maintain a Cellular Phone

Attachment 2: Resident Agreement for Cellular Telephone Privileges

Attachment 3: Resident Cell Phone Upgrade / Exchange Request

Attachment 4: Transitional Center Resident Cell Phone Log

**VI. Record Retention of Forms Relevant to this Policy:**

Attachments 1, 2, and 3 to this policy shall be placed in the resident's institutional file and retained according to the retention schedule for that file. Attachment 4 shall be maintained by the Chief of Security for one (1) year and then destroyed.