

Unit Order: 2022-02 USE OF PORTABLE TABLET COMPUTERS INSIDE CUSTODY FACILITIES

PURPOSE OF ORDER:

The purpose of this unit order is to establish policies, procedures, and management controls in regard to the use of a Department issued portable tablet computers within a custody facility.

SCOPE OF ORDER:

This order shall apply to all Facilities Services Bureau (FSB) personnel that use or possess a Department issued portable tablet computer within a custody facility.

ORDER:

The Department has permitted the deployment and use of a variety of portable computers for FSB personnel to utilize that include tablet, laptop style, and handheld devices. These devices are permitted to be carried and utilized as wireless communication devices within custody facilities (including station jails) as referenced in the Custody Division Manual.

The primary purpose of the use of these devices is to operate FSB's work management application (MAXIMO) and to utilize the video conference software (Teams) in order to communicate work order, projects, and general maintenance information. Personnel shall avoid recording inmates in the background of videos that require video conferencing whenever possible.

The Department issued wireless devices have the ability to record video, still images, photographs, and audio, however, the unauthorized use of these recording functions is prohibited. The Director of FSB shall delegate responsibility for this directive to the regional manager and supervisors to ensure compliance.

This unit order shall serve as a reminder the Department prohibits the recording, sharing, and streaming of media captured within a custody facility and activities that occur at a patrol station to any website, group, server, or account outside the Sheriff's Data Network.

This unit order does not allow an exemption for personnel to bring personal mobile phones, tablets, laptop or other handheld computer devices inside a custody facility, without the expressed written permission of the unit commander of the respective facility.

FSB personnel assigned a wireless device shall be responsible for safeguarding the device and its functions while in a custody facility, particularly around inmate housing and medical areas. FSB personnel shall be responsible for securing the device at all times in a manner consistent with securing assigned tools and assets. Reference FSB Unit Order 2014-02 for more information.

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