

Chapter: Personnel  
Subject: Telephones/Smartwatches  
Section: 3.14  
Page: 1 of 2  
Revised/Reviewed: 10/28/2020; 12/15/2021

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NRTC provides a telephone system to be used to conduct facility business. The use of personal cell phones and smartwatches shall not occur while actively supervising, in the presence of, or any common area where such action could potentially be visible by youth (e.g. walking down common hallways). This policy is applicable to all staff members employed by NRTC working within facility.

A. Cellular Telephones & Smart Watches:

1. Direct Care Staff

- a. NRTC Administration recognizes the importance of mobile devices and the role they play in keeping us connected. Due to this, NRTC will provide radios to keep staff connected while in the facility. (See policy 8.8)
- b. Direct Care Staff are to secure personal cell phones in their assigned locker.
- c. Direct Care Staff are only permitted access to personal cell phones & smart watches while on approved breaks in designated areas to include the staff locker rooms, control room, bathrooms, Supervisors' offices, NRTC Administration wing, outside, etc.

2. Non-Direct Care Staff

- a. Professional and Support staff members (i.e. Administration, Clerical, Education, Facility Support, Custodial, Control, and Medical) are permitted access to personal cell phones & smart watches when not in direct sight, sound and supervision of youth and with Supervisory approval. Usages of such devices in the common hallways remain prohibited for all staff members. Usage should primarily be contained within your personal and private work area(s).
- b. At no time are cell phones to be laid down anywhere in the open including the staff podium to prevent youth access and potential theft.
- c. Staff member's directly supervising youth shall keep phones and smart watches on silent mode while performing official job duties.

Chapter: Personnel  
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Section: 3.14  
Page: 2 of 2  
Revised/Reviewed: 10/28/2020; 12/15/2021

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- d. At no time are cell phones or smart watches to be physically utilized in the presence of any NRTC youth. This includes, but is not limited to; talking, surfing, or physically pulling out the phone for any reason. Common hallways where such action(s) could be potentially viewed by youth from their living units or other designated areas are also prohibited.
    - e. Employees are expected to limit any personal cell phone and smart watch use (making or receiving any calls) to non-work time (breaks, lunch) where it is possible to not interfere with NRTC processes and the safety and security of employees, the public, and the youth we serve.
  3. It is the employee's responsibility to make family and friends aware of this policy. When staff are required to work an extra shift they may call home, to a family member, etc. and this will be considered a business call.
  4. NRTC will not be responsible for the loss of a personal cell phone or smart watch that is brought into the workplace and damaged in anyway during the routine performance of established job duties up to and including physical restraints of youth.
- B. Visitors:
  1. Only visitor(s) authorized by the Director may use/carry personal cell phones/electronic communication devices passed the reception area and only to conduct official business in the facility. Devices shall be locked in the visitors' locker upon checking in.
- C. Discipline:
  1. Any staff member found to have allowed a youth access to their personal cell phone or smart watch will receive an automatic recommendation for suspension. A termination recommendation may be made given the level of the security threat involved.
  2. Other violations of this policy will be addressed utilizing disciplinary action with progressive steps. Each violation shall be dealt with on an individual basis, which could include, but not limited to, recommendation for termination.