



DEPARTMENT OF CORRECTIONS
Operations Division



Title:	Cellular Phone Chit System	DOC Policy: 40.1.15
Effective:	7/27/09	Supercedes: N/A
Applicability: All functional units		
Directives Cross-Reference: Facility Access – Div 016 Telecommunications – 10.1.2		
Attachments: None		

I. PURPOSE

The purpose of this policy is to create uniformity across the Department of Corrections (DOC) and provide a mechanism of accountability for agency-issued cellular phones within DOC institutions.

II. DEFINITIONS

- A. Cellular (Cell) Phone Chit: An officially issued photo ID card that authorizes staff to bring a DOC issued cell phone into an institution. The ID card is clearly marked as “Phone Chit” and distinguished by a maroon stripe at the top. The cell phone carrier and number are indicated on the card.
- B. Cell Phone: An agency-issued cellular telephone used for the purpose of official business.

III. POLICY

- A. DOC staff are granted access to DOC institutions in accordance with the rule on **Facility Access** (OAR 291-016). DOC cell phones are issued to staff in accordance with the policy on **Telecommunications**, #10.1.2.
- B. A staff member with a cellular phone chit is authorized to bring a DOC issued cell phone into an institution where they are not assigned.
 - 1. The cell phone chit system is not required for use on a daily basis by staff at their assigned institution.
 - 2. Staff from other DOC facilities are required to provide a cell phone chit to master control or designated area upon entering an institution where they are not assigned.
 - 3. Cell phone chits can be presented at any institution state-wide.
- C. Process to Obtain a Cell Phone Chit

1. Institution Staff: Staff assigned to a specific institution shall submit a written request for approval of a cell phone chit to the functional unit manager/designee. The request must include justification of the need for the chit. If approved, the chit will be printed with the functional unit manager's signature appearing on the front of the card.
 2. Non-Institution Staff: The functional unit manager shall submit a written request for approval of a cell phone chit to the appropriate Assistant Director, and include cell phone number and carrier. The request must include justification of the need for the chit. If approved, the request will be forwarded for printing. The Director's or authorized designee's signature will appear on the front of the card.
- D. Staff leaving an institution or area shall retrieve their cell phone chit from master control or designated area.
- E. In the event of loss or theft of a cell phone chit, the staff member will immediately notify the officer-in-charge (OIC) of the institution. The OIC will take appropriate action and document the incident to the functional unit manager.
- F. Cell phone numbers, the assigned person/section, and institution information will be compiled in a statewide listing. The listing will be updated annually and placed in the Emergency Preparedness (EP) Manuals as a central listing.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: Signature on File
Birdie Worley, Rules Coordinator

Approved: Signature on File
Max Williams, Director