



the home or off campus.

2. An employee must never use a personal electronic device to photograph or record a client or employee during working hours or while on campus off hours.
3. Information involving or identifying clients must never be sent or shared via text message or social media.
4. An employee may only use a personal electronic device during meal or break periods, unless the employee needs to place or accept an emergency call. The employee must arrange for replacement supervision before making the emergency call. This will allow for privacy during the call as well as ensuring supervision needs are met while working.
5. In certain emergent situations, the Superintendent or designee may allow limited use of personal cell phones. Such approval must be time limited, not to exceed 30 days in duration, and documented in writing.
6. A personal electronic device that contains information related to clients or personnel is subject to public disclosure.

B. State-Owned Devices

1. Cellphones
  - a. A state assigned cellular phone is for official business use and must not be used for personal communications.
  - b. When necessary for a specific work assignment, such as a resident outing, an employee may check out a state-owned cellular phone. The employee must return the phone upon completion of the work assignment.
2. Cameras (Cellphones, iPads, or Digital cameras)
  - a. An employee must not take a photograph of a client unless:
    - i. The RHC has obtained consent from the client or the client's legal guardian; or
    - ii. The photograph is part of an incident reporting process.
  - b. For check out and securing pictures, follow the local Residential Habilitation Center process.

3. Tablets and Laptops
  - a. For employee use
    - i. State-owned tablets and laptops are for official business and will not be used for personal communications, photographs, videos, documentation, shopping, streaming, etc., even if working from home.
    - ii. A state-owned tablet or laptop assigned to a work area must not be removed from that area.
  - b. For client use
    - i. A state-owned tablet or iPad may be used for training on or off campus.
    - ii. A state-owned tablet or iPad may be used for virtual visits.
    - iii. Each Residential Habilitation Center must identify an employee responsible for the maintenance and updates of state-owned tablets.

### **SUPERSESSSION**

RHC SOP 101.6, *Electronic Devices*  
Issued October 1, 2020

Approved:



Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: October 1, 2020<sup>1</sup>

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<sup>1</sup> This document was a standard operating procedure that was reissued as a DDA policy without substantive changes.