



Personal Wireless Portable Technology Exception Request

Personal wireless portable technology devices are not permitted inside the secure Juvenile Rehabilitation facilities unless there is an approved exception. Personal devices include but are not limited to:

- Cell phones
- Tablets
- Laptops
- Cameras
- Smart watches

To request an exception, complete this form and submit it for approval 7 calendar days before the anticipated visit date. Email the form to your facility point of contact. Requests are only valid for 90 days, and a new form will need to be submitted prior to the expiration.

Date of Request _____

Requestor _____

Requestor Email _____

Supervisor _____

Supervisor Email _____

Facility _____

I request authorization to take the following item(s) within the secure perimeter of the facility.

✓	Item	Serial Tag Number
	Laptop – Personal	
	Cell Phone – Personal	
	Cell Phone – Work	
	Tablet – Personal	
	Tablet – Work	
	Camera – Personal	
	Camera – Work	
	Other	

Reason for Exception:

Exception Start Date _____

Anticipated End Date _____

Approved exceptions expire every 90 days. A new request is required for reauthorization.

Approved Denied

Name _____

Title _____