

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	16.6	5
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	May 15, 2024	May 15, 2024
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Authority/References CPP 15.2, 15.6, 16.2	Subject INMATE TABLETS	

I. DEFINITIONS

“Personal Identification Number” or “PIN” means a personal security code issued to an inmate during reception to the DOC for verifying identity for tablet access.

“Serial number” means the identification number assigned to an individual tablet that is located on the tablet’s battery.

“Tablet” means a configurable mobile operating system and touchscreen display processing circuitry, and a rechargeable battery in a single, thin and flat package used for education, rehabilitation, entertainment, and communication that connects to an internal wireless secure network.

II. POLICY AND PROCEDURE

This policy establishes procedures for the Department of Corrections (DOC) on the issuance and use of inmate tablets.

A. General Procedures

1. Tablets authorized for DOC inmates, shall be provided by the contract vendor at no cost to the DOC or inmate incarcerated within the DOC, with the exception of those inmates who have:
 - a. Demonstrated destructive behavior involving a tablet, kiosk, or other state property within the past twelve (12) months;
 - b. Tablets restricted as a sanction imposed as a result of the adjustment disciplinary process as specified in CPP 15.2 and 15.6;
2. The Warden shall assign designated staff with a user profile with the responsibilities to enable, disable, mitigate, and monitor tablet activities for individual inmates.

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B. Tablet Issuance

1. Issuance

- a. An inmate shall be issued a tablet at an assessment and classification center, after receiving an initial classification review, or upon return to an institution from a reentry service center or jail placement.
- b. Prior to receiving the initial tablet, an inmate shall sign a tablet agreement to acknowledge understanding of the general rules governing the use of an inmate tablet. A signed tablet agreement shall be saved in the electronic offender management system by scanning the document.
- c. Upon the completion of the tablet agreement, the inmate shall be issued one (1) tablet, one (1) set of earbuds, and one (1) charging cord, which are specific to the available tablets.

2. An inmate shall be provided a general overview of the tablet and use of the inmate's assigned Personal Identification Number (PIN) as determined by the Warden. An inmate shall be responsible for maintaining the confidentiality of the inmate's PIN. The DOC shall not be responsible for any cost deductions made from any inmate account.

3. A tablet has a unique individually assigned serial number that may be viewed on the back, lower-left of the tablet. The last seven (7) characters or digits of the serial number (i.e., M101521) shall be the only means used to document which tablets is assigned to an inmate. A tablet shall not be engraved as a means of identification.

4. A tablet shall be distributed through the property issuance process and shall only be used by an inmate in areas permitted by the Warden or designee. Staff issuing the tablet shall verify the tablet is operational either upon initial issuance or upon each reissuance, noting the condition of the tablet at that time. Inmates in CPTU or Lonnie Watson C-Wing may be authorized use of a tablet as determined by the Warden and the mental health authority.

5. Replacement

- a. If loss or damage occurs, earbuds, charging cords, and headphones shall be available for purchase through the inmate canteen. If accidental damage occurs to a tablet and it no longer functions, the tablet may be considered for an exchange by the institution.
- b. Indigent inmates may replace malfunctioning earbuds damaged through normal wear a minimum of one time per year. Damaged or

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faulty earbuds may be exchanged on a one-for-one basis as determined by the institution's established process.

- c. An indigent inmate may replace a malfunctioning charging cord damaged through normal wear a minimum of one time every two years as stated in b. of this section.
6. Inmates shall be informed of the use of tablets during orientation and within the inmate handbook. A user guide is available in the viewer application on all inmate tablets.

C. Tablet Use

1. An inmate shall be required to acknowledge a digital agreement of the general rules governing the use of the inmate tablet annually to continue tablet use. The digital agreement shall be completed on the inmate's assigned tablet on the anniversary date of the tablet being initially issued.
2. A Warden may suspend an inmate or outside party's account at any time if the actions of either the inmate or outside party pose a threat to the safe and secure operation of an institution. This may include the physical confiscation of the inmate tablet.
3. Unless approved by the Deputy Commissioner of Adult Institutions, tablet use shall be enabled at 6:00 a.m. each day and disabled at 11:00 p.m. each night in all adult facilities regardless of custody level or individual assigned schedule.
4. An inmate shall not use a tablet assigned to another inmate.
5. An inmate may have tablet privileges suspended due to disciplinary action, as a disciplinary sanction, or for misuse of the device. An inmate may have tablet privileges suspended or revoked for violations resulting in the intentional damage or destruction of the device. If tablet privileges are limited due to a disciplinary sanction, the Warden or designee may allow continued tablet use for an active adult education, college, or vocational course.
6. An inmate shall not disassemble, draw on, alter, deface, or engrave on a tablet and shall preserve the tablet in its initial issuance condition.
7. Damage to a tablet, charger or earbuds determined to be caused by abuse or misuse may result in restitution as determined through the adjustment process. A replacement tablet shall not be issued until the full amount of the restitution has been paid.

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8. An inmate enrolled in DOC sponsored programs such as college or a vocational or educational course may be issued supporting hardware such as a keyboard or headphone accessory. All accessories shall be documented and inventoried as part of the inmate's personal property and accounted for in consultation with the institutional education departmental supervisor.
9. A tablet, charging cord, and earbuds taken from an inmate for reasons such as transfer, adjustment sanction, or other reason shall have the items inventoried and placed into the inmate's personal property.
10. If an inmate is transferred from one institution to another, the tablet shall be inventoried and transferred with the inmate.
11. Upon an inmate's release from DOC custody, transfer to a jail or reentry service center, the tablet and charger shall be returned to a location as determined by the Warden for storage and reissuance. The tablet shall remain the property of the vendor and shall be surrendered by the inmate upon discharge from an institution or the DOC.

D. Tablet Applications

1. The following applications may be offered free of charge to inmates and as part of the basic tablet issuance package:
 - a. Messaging application;
 - b. Job search database;
 - c. Inmate banking inquiry;
 - d. General religious material and publications;
 - e. Learning services;
 - f. Law library;
 - g. FM radio; and
 - h. Additional resources as determined by the vendor and DOC.
2. The addition of new applications or removal of applications may be conducted as agreed upon between the DOC and vendor.
3. Additional applications may be purchased by the inmate depending upon the availability of funds in the inmate's account. These applications may include publications, movies, music, games, and other applications as provided by agreement between the DOC and vendor.
4. The inmate shall contact the vendor's support services if there is an issue with a tablet application or payment. Vendor support services may be reached by use of the tablet or a kiosk.

E. Inmate Messaging

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1. All communication via a tablet shall be subject to monitoring, recording, and shall not be confidential. Confidential attorney communication by tablet shall not be available.
 2. An inmate may send a message to any recipient and may receive a message from any sender, except as provided for in CPP 16.2, Inmate Correspondence.
 3. The Warden shall assign mail room staff to review incoming and outgoing messages through access to the vendor website the inmate tablet system.
 4. All incoming and outgoing messages shall be subject to review by mail room staff prior to release. The messages that do not comply with CPP 16.2 or that are determined to be a security risk shall be withheld from delivery.
 5. Incoming messages, photos, and videograms that have been held for security reasons shall be reviewed by mail room staff prior to releasing the communication to the inmates.
 - a. All incoming and outgoing messages shall be subject to review by mail room staff prior to release. The messages that do not comply with CPP 16.2 or that are determined to be a security risk shall be withheld from delivery as specified in CPP 16.2. Items deemed inappropriate may be further reviewed by Internal Affairs staff. The communication shall be released for delivery within three (3) business days, if it is not determined to violate CPP 16.2 or to be a security risk.
 - b. For incoming and outgoing communication that have been held for review, an automatic system message will be sent by the vendor to the inmate and the other party.
- F. Staff to inmate tablet messages shall not be enabled at this time and shall not be permitted.