

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

## I. DEFINITIONS

“Electronic offender management system” means the web-based application software used by the Department of Corrections with three components: inmate management, community supervision and electronic health record.

“Personal Identification Number” or “PIN” means a personal security code issued to all inmates 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 utilized for education, rehabilitative, entertainment and communication that connects to an internal wireless secure network.

“Vendor” means a business, sole proprietor, or other organization offering goods or services to the Commonwealth or the Department.

## 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 are authorized for all DOC inmates, shall be provided by the contract vendor at no cost to the DOC or inmate housed in the Department, with the exception of those inmates who:

Policy Number	Effective by Memorandum Date	Page
16.6	February 17, 2022	2

- a. Have demonstrated destructive behavior involving a tablet, kiosk, or other state property within the past twelve (12) months;
  - b. Have 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.

## B. Tablet Issuance

### 1. Issuance

- a. Inmates 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 their initial tablet, inmates shall be required to sign a tablet agreement to acknowledge their understanding of the general rules governing the use of inmate tablets. Signed statements shall be filed into 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. Inmates shall be provided a general overview of the tablet and use of their assigned Personal Identification Number (PIN) as determined by the Warden. Inmates shall be responsible for maintaining the confidentiality of their PIN. The DOC shall not be responsible for any cost deductions made from any inmate account.
  3. Tablets each have 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 are assigned to each inmate. Engraving tablets as a means of identification shall not be permissible.
  4. Tablets shall be distributed through the property issuance process and shall only be used by inmates in areas permitted by the Warden or designee. Staff issuing the tablets 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

Policy Number	Effective by Memorandum Date	Page
16.6	February 17, 2022	3

of a tablet as determined by the facility Warden and the mental health authority.

5. Replacement

- a. If loss or damage occurs, earbuds, charging cords or headphones shall be available for purchase through the inmate canteen. If accidental damage occurs to a tablet, to the degree of not being functional, it may be considered for an exchange by the facility.
- b. Indigent inmates may replace malfunctioning earbuds damaged through normal wear at a minimum of one time per year. Damaged or faulty earbuds may be exchanged on a one for one basis as determined by the housing facility's established process.
- c. Indigent inmates may replace malfunctioning charging cords damaged through normal wear at 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. Inmates shall be required to acknowledge a digital agreement of the general rules governing the use of inmate tablets annually to continue tablet use. The digital agreement shall be completed on the inmate's assigned tablet and on the anniversary date of when the tablet was initially issued.
2. Wardens may suspend an inmate or customer account at any time if the actions of either 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. Inmates are prohibited from using tablets assigned to another inmate.
5. An inmate may have their tablet privileges suspended due to disciplinary action, as a disciplinary sanction, or for misuse of the device. An inmate may have their tablet privileges suspended or revoked for violations resulting in the intentional damage or destruction of the device. Consideration may be given to continue or permit any active adult

Policy Number	Effective by Memorandum Date	Page
16.6	February 17, 2022	4

education, college, or vocational courses if tablet privileges are limited due to disciplinary sanctions.

6. Inmates shall not disassemble, draw on, alter, deface or engrave on a tablet and shall preserve the tablet in its individual issuance condition.
7. Damage to tablets, chargers or earbuds determined to be caused by abuse or misuse may result in restitution as determined through the adjustment process. Replacement tablets shall not be issued until the full amount of the restitution has been paid.
8. Inmates enrolled into DOC sponsored programs such as college, vocational or educational courses 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 facility education departmental supervisor.
9. Tablets, charging cords and earbuds taken from an inmate for reasons such as transfer, adjustment sanctions or for other reasons 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 Department.

#### D. Tablet Applications

1. The following applications shall be offered free of charge to inmates and as the basic tablet issuance package:
  - a. Email application receiving
  - b. Job search database
  - c. Inmate banking inquiry
  - d. General religious material and publications
  - e. Learning services
  - f. LexisNexis
  - g. FM radio
  - h. Additional resources as determined in consultation with 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. The inmate

Policy Number	Effective by Memorandum Date	Page
16.6	February 17, 2022	5

population shall be made aware of these instances as determined by the DOC or vendor.

3. Additional applications may be purchased by the inmate depending upon their fund availability. These applications may include publications, movies, music, games and other applications as provided in agreement with the DOC and vendor.
4. It shall be the responsibility of the inmate to contact the vendor's support services if there are any issues with tablet applications or payment issues. Vendor support services may be reached by use of the tablet or a kiosk.

E. Inmate Messaging

1. All communication via tablets are subject to monitoring, recording and are not confidential. Unless specified inmates may not use tablets for confidential attorney communications.
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. Wardens shall ensure sufficient mailroom staff are assigned to review incoming and outgoing messages through the facility portal of the inmate tablet system.
4. All incoming and outgoing messages shall be subject to review by mailroom staff prior to release. Those determined to be inappropriate shall be withheld from delivery as specified in CPP 16.2.
5. Incoming messages, photos and videograms that have been held for security reasons shall be reviewed by mailroom staff prior to releasing the communication to the inmates.
  - a. Items deemed inappropriate may be further reviewed by the Internal Affairs unit. Unless Internal Affairs determines the communication to be inappropriate for release, the items shall be released for delivery within three (3) business days.
  - b. For incoming and outgoing items that have been held, an automatic system message will be sent to the inmate and the other party.

- F. Staff to inmate tablet communication shall not be enabled at this time and shall not be permitted.