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<b>POLICY AND ADMINISTRATIVE PROCEDURE</b> <b>Manual of Policies and Procedures</b>				

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Legal References (includes but is not limited to)  Indiana Code 11-8-5-2	Related Policies/Procedures (includes but is not limited to)  02-01-101 02-04-101 01-04-101 04-01-104 03-02-101	Replaces:  02-01-119 (Eff. Date 7-7-2020 / ED # 20-31)
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I. PURPOSE:

The purpose of this policy and administrative procedure is to provide guidelines for the implementation of the tablet program in an effort to modernize and maximize the efficient operation of the Department of Correction, and to increase access to institutional and Re-Entry services and programs.

II. POLICY STATEMENT:

It is the policy of the Department of Correction to provide incarcerated individuals with programs, services, and opportunities to assist them in Re-Entry to their communities in the most efficient and cost-effective manners.

The Department recognizes that in an ever-increasingly technological world, individuals with no experience with current technology have an additional obstacle to a successful Re-Entry. The tablet program will assist incarcerated individuals in becoming more familiar with the technology that is pervasive in the community, while maintaining the safety and security of facilities, staff, the incarcerated population, and the public.

III. ISSUANCE OF TABLETS:

Incarcerated individuals will be issued individual usernames and passwords/personal identification numbers (PIN) for access to the tablets during the Admission and Orientation (A&O) phase after transfer from the Intake unit. Youth will be issued individual usernames and passwords for access to the tablets at the Logansport Intake Facility for male youth and the LaPorte Intake Facility for female youth. Each non-Intake facility will be given a

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sufficient number of tablets by the vendor to ensure that each incarcerated individual shall have access to a tablet at all allowable times.

A. Adult Facilities

The facility shall issue a tablet to each incarcerated individual that wishes to have one. A receipt form, which includes the last letter, followed by five (5) digits of the tablet’s serial number shall be signed by the incarcerated individual, with a copy given to the individual and the original place in their facility packet. Should an incarcerated individual be transferred to another Department facility, no tablet shall accompany them to the receiving facility. The incarcerated individual will be issued a new tablet at the receiving facility following the same procedure

During the admission and orientation phase, incarcerated individuals shall be instructed in the use and operation of the tablet in-person, by video, or instruction sheet. Some instructions are included in the “Document Link” on the tablets, as well.

B. Division of Youth Services Facilities

After Intake, the receiving facility shall issue a tablet to each youth that wishes to have one. A receipt form, which includes the last letter, followed by five (5) digits of the tablet’s serial number shall be signed by the youth, with a copy given to the youth and the original placed in the youth’s facility packet.

During the admissions and orientation phase, youth shall be instructed in the use and operation of the tablet in-person, by video, or instruction sheet. Some instructions are included in the “Document Link” on the tablets, as well.

For the purposes of Policy and Administrative Procedure 02-04-101, “The Disciplinary Code for Incarcerated Adults,” Policy and Administrative Procedure 03-02-101, Code of Conduct for Youth,” and Policy and Administrative Procedure 02-01-101, “Personal Property,” the tablet shall be considered State property and an electronic device.

IV. COLLECTION OF TABLETS:

Upon transfer to another facility, or release from confinement, the incarcerated individual shall relinquish their assigned tablet to the designated employee, who shall confirm the last letter, followed by five (5) digits of the tablet’s serial number as matching the serial number on the receipt form.

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The designated employee shall examine the tablet for evidence of damage or alteration, which may subject the incarcerated individual to a conduct violation and potential restitution in accordance with the appropriate disciplinary procedure.

V. STORAGE AND POWER CHARGING OF TABLET (See Facility Directive):

The vendor shall maintain a designated number of tablets in each facility to use as replacement for tablets lost, damaged, or destroyed in order to maintain a one to one (1:1) ratio of incarcerated individuals to tablets. Each facility shall develop a facility directive to designate the storage location of excess tablets, designate employee(s) having access to the storage location, and outline the procedures for tablet replacement. Tablets shall be stored in an area of the facility that has as little staff access as possible.

Facilities may have two (2) options for charging the tablets:

- Charging Carts (wheeled, movable carts that can charge up to 48 tablets at once)
- Barrel chargers (individual chargers that individuals can use to charge their tablet in facility-determined areas)

The facility directive shall designate which type(s) of charging system will be used in each area of allowable storage/use.

VI. SOURCES OF FUNDS USED FOR TABLET EXPENDITURES:

Tablet expenditures shall be funded through the Inmate Trust Fund in accordance with Policy and Administrative Procedure 04-01-104, "Inmate Trust Fund." Friends and family may place funds in the incarcerated individual's Inmate Trust Fund account by accessing the vendor's website (see Attachment-Fee Schedule). A three and one-half percent (3.5%) fee may be assessed on credit/debit card transactions on the vendor's website.

State Form 3494, "Limited Power of Attorney," is completed and signed by the incarcerated individual at Intake. The completion of State Form 3494 shall suffice in authorizing expenditures on the tablets.

VII. USE OF TABLETS AND SERVICES (See Facility Directive):

A username and password/PIN shall be given to each incarcerated individual for their tablet accounts. Incarcerated individuals are prohibited from using another incarcerated individual's username, password, or account. Incarcerated individuals are subject to disciplinary action for using another incarcerated individual's username, password, account, or tablet in accordance with the appropriate Policy and Administrative Procedure

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02-04-101, “The Disciplinary Code for Adults,” or 03-02-101, “Code of Conduct for Youths.”

Tablets will provide incarcerated individuals access to a wide variety of correspondence options, access to services, programs, and entertainment. Some correspondence, visitation, and entertainment options may be provided free of charge and some may require payment. Incarcerated individuals may submit requests for interviews and other programs and services through tablets. Correspondence on the tablets shall not be printed for the incarcerated individuals. Any messages received by incarcerated individuals will be stored on the tablet for them to review. Messages sent by incarcerated individuals cannot be retrieved on the tablet once sent. Communication and visitation options shall be subject to Department monitoring in accordance with relevant policies and administrative procedures.

Unauthorized possession, destruction, alteration, damage to, or theft of a tablet will subject the individual to disciplinary action and potential restitution.

Each facility shall develop a facility directive to outline areas inside the facility where tablets are authorized and the hours of the day when tablet use is authorized.

VIII. EXPENDITURES:

All tablet expenditures shall be processed in accordance with Policy and Administrative Procedure 04-01-104, “Inmate Trust Fund.” Once an expenditure is made, no refunds shall be given.

A fee schedule has been approved by the Department (see attachment). When services are purchased, the number of days purchased are consecutive days, regardless of the incarcerated individual’s log in times and disciplinary status.

It should be noted that expenditures are made for access to content, not ownership of content. Content/data specific to an individual is maintained on the servers under the incarcerated individual’s account.

Any refund on tablet expenditures is solely the discretion of the vendor in accordance with the vendor’s policies and user agreements. The vendor’s decision is final.

IX. REPLACEMENT OF TABLETS (See Facility Directive):

The vendor shall maintain a supply of replacement tablets on-site in order to replace broken or damaged tablets. If a tablet needs replaced, staff shall contact the vendor’s liaison to the

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facility for resupply. Incarcerated individuals may be charged restitution for replacement costs of lost or damaged tablets through the adult disciplinary process found in Policy and Administrative Procedure 02-04-101. Youth may be charged restitution for replacement costs of lost or damaged tablets through the Youth Code of Conduct found in Policy and Administrative Procedure 03-02-101. Restitution must be paid in full prior to the incarcerated individual/youth being re-issued a tablet.

Each facility shall develop a facility directive to outline the tablet replacement process.

X. RESTRICTIONS:

A. Adults

Individual restrictions shall be imposed by the Disciplinary Hearing Board in accordance with Policy and Administrative Procedure 02-04-101.

Incarcerated individuals violating facility rules regarding use of the tablets may be administratively restricted from tablet access by the Warden or designee according to the following schedule:

First Offense:	Up to thirty (30) day restriction
Second Offense:	Up to sixty (60) day restriction
Third and subsequent offenses:	Permanent tablet restriction at the Warden’s discretion

B. Youth

Individual restrictions shall be imposed by the Hearing Committee in accordance with Policy and Administrative Procedure 03-02-101, “Code of Conduct for Youth.”

Youth violating facility rules regarding use of the tablets may be administratively restricted from tablet access by the Warden or designee according to the following schedule:

First Offense:	Up to fifteen (15) days
Second Offense:	Up to thirty (30) days
Third and subsequent offenses:	Permanent tablet restriction at the Warden’s discretion.

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Wardens and their designees shall retain the authority to restrict access on either a case-by-case basis or facility-wide.

XI. APPLICABILITY:

This policy and administrative procedure is applicable to all Department facilities.

signature on file  
Christina Reagle  
Commissioner

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Date