



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #5.200

Inmate Tablet Use

Page 1 of 4

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): None	Effective Date: August 1, 2019 Revision/Review History: Summary of Revision/Review: Establishes a new policy and procedure which outlines guidelines for the use and access of tablets for inmates in WDOC facilities.	
Cross Reference of Policy:	Supersedes Existing Policy :	
Approved: R.O. Lampert Robert O. Lampert, Director		7-25-19 Date

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS
 - A. WDOC Form #541, *Inmate Tablet Agreement*
2. OTHER – None Noted



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.200	Page 2 of 4
		Inmate Tablet Use

I. PURPOSE

- A. **Description.** The purpose of this policy is to establish guidelines for the storage, distribution, assignment and management of the tablets provided for inmate use at WDOC facilities.

II. POLICY

- A. **General Policy.** It is the policy of the WDOC to provide opportunities for all inmates to participate in education to achieve their academic potential.

III. DEFINITIONS

- A. **Academic Education:** An approved, formal, organized program of instruction designed to provide basic skills and learning opportunities related to obtaining and demonstrating knowledge from literacy through post-secondary, excluding vocational/technical courses.
- B. **APDS Tablets:** Secure tablets provided by APDS (American Prison Data Systems) to WDOC for inmate use. Tablets are primarily educational and will be assigned to inmates by WDOC education staff
- C. **Correctional Education Programs Manager:** The certified individual who is the program manager for WDOC education services. The person in this position oversees the planning, execution, management and administration of academic and vocational/technical programs for inmates in WDOC facilities. This position is supervised by the Prison Division Deputy Administrator.
- D. **Education Manager:** A certified individual at each WDOC facility responsible for academic and vocational/technical programs in their facility.
- E. **Secure Messaging:** This is a service offered by APDS and available as requested. Inmates will be allowed messaging capabilities as determined by WDOC.

IV. PROCEDURE

- A. **Management and Distribution of Tablets.** Tablets will be assigned to inmates for educational purposes by WDOC education staff at each facility.
1. Management of the tablets in the units will be a joint process with education and uniform staff.



- a. Uniform staff shall monitor appropriate use of the tablets. Staff shall notify the education manager or his/her designee if there is any inappropriate use or damage.
- b. Education staff shall manage distribution and maintenance of the tablets.
 - i. Education staff shall inspect tablets prior to distribution.
 - ii. Only a clean soft cloth will be used to clean the screen. No cleansers will be used.
 - iii. Education staff will do periodic checks to ensure that the programs/apps have not been changed or removed.

B. Inmate Responsibilities.

- 1. Inmates shall sign WDOC Form #541, *Tablet User Agreement*, prior to receiving the tablet.
- 2. Passwords will be generated by APDS initially. WDOC education staff will have access to the passwords if an inmate forgets his/her password.
- 3. The tablets will be used in the designated areas and not removed from those areas unless given permission from a WDOC staff. Tablets left unattended will be confiscated and turned into staff.
- 4. Tablets will be distributed during scheduled times. Tablets shall not be assigned to individual inmates.
- 5. Individual facilities may provide inmates with secure messaging with their instructors or other specifically identified staff.
- 6. WDOC staff may inspect the tablet at any time.
- 7. If an inmate refuses to return the tablet, it will be considered failure to follow rules and may result in disciplinary action.
 - a. Staff shall have the capability to shutdown tablets remotely.

C. Staff responsibilities.

- 1. WDOC staff shall place tablets in the charging cart when not in use.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #5.200	Page 4 of 4
		Inmate Tablet Use

2. Individual facilities may provide inmates with secure messaging with their instructors or other specifically identified staff.
 3. Education staff shall record individual usage of the tablets.
 - a. This record shall show the time spent on specific lessons and time spent on the tablets for each inmate.
 4. Each WDOC facility shall determine allowable times for tablet usage.
- C. Facility Requirements.** Each Facility shall develop an Operational Procedure (OP) that outlines tablet usage at that facility.
1. The OP shall, at a minimum, outline how the facility will schedule tablet usage, inventory of the tablets, and distribution.

V. TRAINING POINTS

- A. What is the primary use of the tablets?
- B. Who is responsible for tablet distribution and maintenance?