Wyoming Department of Corrections
Policy and Procedure #5.200
Inmate Tablet Use

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Authority:                     Effective Date:  August 1, 2019
Wyoming Statute(s):  25-1-104;
                        25-1-105
ACA Standard(s):  None

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  7-25-19
Robert O. Lampert, Director  Date

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS

   A. WDOC Form #541, Inmate Tablet Agreement

2. OTHER – None Noted
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.
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?