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|  <p>DISTRICT OF COLUMBIA<br/>DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY AND<br/>PROCEDURE</b></p> | <b>EFFECTIVE DATE:</b>   | March 30, 2023           | <b>Page 1 of 6</b> |
|  | <b>SUPERSEDES:</b>   | <i>NEW ISSUANCE</i>      |                    |
|  | <b>OPI:</b>  | PROGRAMS                 |                    |
|  | <b>REVIEW DATE:</b>  | March 30, 2024           |                    |
|  | <b>Approving Authority</b>   | Thomas Faust<br>Director |                    |
| <b>SUBJECT:</b>  | <b>DOC 1:1 TABLET DISTRIBUTION PROGRAM</b>   |                          |                    |
| <b>NUMBER:</b>   | <b>4500.1</b>  |                          |                    |
| <b>Attachments:</b>  | Attachment A – Warden Notification of Withholding a Tablet/Inmate Appeal Form<br>Attachment B – DOC Tablet Acknowledgement Form (electronic)<br>Attachment C – Inmate Tablet Assignment and Usage Guide (electronic) |                          |                    |

**SUMMARY OF CHANGES:**

| Section | Change              |
|---------|---------------------|
|         | <i>NEW ISSUANCE</i> |
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**APPROVED:**



**Thomas Faust, Director**

3/30/2023

**Date Signed**

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1. **PURPOSE AND SCOPE.** To establish policy and procedures for a 1 to 1 inmate tablet program within the DC Department of Corrections (DOC).
2. **POLICY.** It is the policy of DOC to provide communication tools to assist inmates in re-establishing or maintaining community and family bonds.
3. **APPLICABILITY.** This directive applies to all DOC staff and inmates at the Central Detention Facility (CDF) and the Correctional Treatment Facility (CTF).
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-140.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmates will be provided free and pre-paid access to modern technologies and electronic platforms for accessing music, books, news, podcasts, games, movies and other paid content.
  - b. To facilitate electronic access to educational, religious and mental health programming, legal resource information, as well as access to DOC facility-specific notices and information.
  - c. The agency will monitor all tablet usage to preserve the safety of and ensure non-interference with the security and orderly operation of the DOC.
6. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded. None**
  - b. **Directives Referenced**
    - 1) PP 2420.1 Email and Internet Use
    - 2) PP 4020.1 Inmate Orientation

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- 3) PP 4070.1 Inmate Telephone Access
- 4) PP 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures

**7. STANDARDS REFERENCED.** None

**8. DEFINITIONS.** For the purpose of this directive, the following definitions apply:

- a. **Personal Identification Number (PIN)** – The unique number created by an inmate that enables the inmate to access the tablet and Global Tel Link/Viapath phone system.
- b. **Tablet** – A wireless, portable computer with a touchscreen that accepts input directly onto its screen rather than a keyboard or a mouse.
- c. **Technical Administrator** – An individual who is responsible for addressing an inmates tablet technical issues and is employed as DOC’s contracted tablet vendor.
- d. **GTL/Viapath Tablet Coordinator**- Staff selected by Deputy Wardens or designee to provide frontline support for tablet issuance and troubleshooting. The Tablet Coordinators ensure that all tablets are turned into the Inmate Reception Center (IRC), and are cleaned and cleared of previous user data to ensure that they are ready to be reissued to other inmates, as needed.

**9. PROCEDURES**

- a. Tablet Assignment
  - 1) Inmates will be issued a GTL/Viapath tablet following initial intake and orientation into the DOC unless there is a security or safety issue identified by the Warden or designee that prevents the inmate from possessing a tablet. The tablets will be issued to the inmates by the tablet coordinators on the next business day following their admission onto an intake unit.
  - 2) The Warden or designee shall notify the inmate in writing of the decision to withhold a tablet and the process for appeal (Attachment A).

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- 3) Inmates are required to electronically agree to the DOC Tablet Acknowledgement form (Attachment B) upon receipt of a tablet.
  - 4) All assigned inmate tablets are DOC property and shall be turned into the IRC prior to the inmate's transfer or release.
- b. In general, an inmate may be assigned a new tablet:
- 1) Following intake and orientation at DOC,
  - 2) When the tablet has reached the end of its lifecycle and cannot be repaired or,
  - 3) Upon completion of Disciplinary Report (DR) for a previously assigned tablet that was intentionally or through gross negligence damaged or destroyed by the inmate.
- c. In conjunction with DOC's Tablet Coordinator, correctional staff will issue an initial tablet package that includes:
- 1) A vendor issued Inmate Tablet Assignment and Usage Guide (available electronically - Attachment C)
  - 2) A tablet
  - 3) One set of earbuds with a microphone

## 10. RESPONSIBILITIES

- a. Correctional staff assigning a tablet to an inmate shall:
- 1) Ensure that the inmate is able to complete all steps of the tablet registration process.
  - 2) Ensure that a DR has been issued and submitted for a previously damaged tablet in accordance with PP 5300.1 Inmate Disciplinary and Administrative Housing Procedures before issuing a replacement for the damaged tablet.

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- b. Inmates may not be issued a tablet if the below conditions apply:
- 1) A mental health provider determines a table will not be issued.
  - 2) The inmate has intentionally destroyed two (2) tablets within ninety (90) days.
- c. The tablet coordinator(s) will notify an inmate, upon the Warden or designee decision, if they are being declined a tablet or their access to tablet applications are being limited. The inmate can submit an appeal to the decision by submitting Attachment A to the Warden or their designee. It is noted that inmates who are placed on loss of privileges will have their tablet access restricted to the free applications only and will not have the ability to use the tablet for phone, messaging or visitation.
- d. All housing unit (HU) officers will ensure that all tablets are checked for damage when turned in for charging. If damage is found, the inmate responsible for the tablet will be issued a disciplinary report.
- e. Inmates do not have to turn in their tablet on a daily basis. Tablets will be placed into the charging station at the request of the inmate, on a schedule to be determined and noted in all housing unit post orders. If there is a request from GTL/Viapath to collect all tablets for inventory, inspection etc., all tablets will be required to be turned into the HU officers and will be placed into the charging stations. Tablets will be returned to the inmates once GTL/Viapath advises they can be returned.
- f. Inmate Rules and Responsibilities for Participation in DOC's Tablet Program
- 1) Inmates committed to DOC and deemed eligible for a DOC tablet will:
    - (a) Comply with this directive and all other rules, policies and procedures, or other provisions of the law,
    - (b) Be subject to inmate disciplinary procedure or informal resolution processing if charged with a rule violation in accordance with PP 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures and,

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- (c) If an inmate is determined by the Adjustment Board to be responsible for a damaged or inoperable tablet, the inmate shall be charged for the cost of the damaged or inoperable tablet.
- 2) An inmate may not:
- (a) Use a tablet outside of the inmate's assigned housing unit unless specifically authorized by a Warden or designee,
  - (b) Use the tablet to contact or communicate with individuals not on the inmate's approved call or visitor list,
  - (c) Send, receive or access contraband materials,
  - (d) Access, use or be in possession of another inmate's assigned tablet,
  - (e) Intimidate or injure another inmate to obtain access to that inmate's tablet or PIN,
  - (f) Engage in intentional or grossly negligent behavior that results in the damage or destruction of the assigned tablet or,
  - (g) Engage in intentional or grossly negligent behavior that results in the damage or destruction of another inmate's assigned tablet.