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|  <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p> | APPLICABILITY: All Authorized Personnel | |
| | POLICY NUMBER: #426 | EFFECTIVE: 7/13/15 REVISED: 11/9/20 |
| | TITLE: ACJ Tablet Program | |
| | AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: | |

POLICY

It is the policy of the Allegheny Bureau of Corrections to establish guidelines regarding the use of the ACJ Tablet Program. Furthermore, it is the policy of the Allegheny County Bureau of Corrections to grant inmates the privilege of maintaining legitimate communications with individuals in the community, while at the same time protecting society from harm, including but not limited to criminal activity, harassment, threats and intimidations through the use of the inmate telephone system. Tablets will afford the inmate population to access additional educational and recreational systems. Tablet use is a privilege, not a right, and can be suspended at the discretion of the Allegheny County Bureau of Corrections staff.

REFERENCES

Wiretapping and Surveillance Act, 18 Pa. § 5704.

APPLICABLE POPULATIONS

This policy is applicable to all inmates accessing/using the tablets and to correctional personnel charged with the oversight of the devices.

DEFINITIONS

- 1. ACJ Tablet** is a secure tablet program designed specifically for the correctional environment. All inmates at the Allegheny County jail will be provided a tablet as long as they do not present a threat to themselves and others.

- 2. Tablet Charging Station** is the storage cabinet that the tablets are placed in when not in use or are in need of battery charging.

- 3. Destruction** any breakage of jail property. In the event that an inmate damages or destroys a tablet, he or she will be subject to paying for the cost of the damaged property and face disciplinary action as stated in the Inmate Handbook and ACJ Policy #500 "Inmate Disciplinary Procedure."

PROCEDURAL GUIDELINES

Availability for Use

- Tablets will be made available to all inmates.
- Tablets are to be activated from 8:00 am to 10:00 pm, daily.
- Inmates will be required to sign/acknowledge documents approved by the administration prior to using the tablets. This includes but is not limited to PREA information, the Inmate Handbook, and Orientation information.
- The tablets are intended for use within the pod. Inmates shall be allowed to take the tablets inside their cells. Some functionality of the tablets (i.e. video visitation) will not be accessible while an inmate is in their cell.
- Tablets are prohibited from being taken into the outdoor recreation area (gym).
- Tablets will have the best reception while being utilized in the dayroom of the housing units.
- Inmate tablets are a privilege which can be curtailed or rescinded for administrative or disciplinary reasons.
- Inmates on DHU status, may have limited access to tablet functionality or features. Inmates on DHU status will have the capacity to access request slips, sick call slips, complaints, and Lexis Nexis.
- Segregated inmates and/or special population inmates may have limited access, each day, to use the tablets. This schedule will be determined based on the population and operational needs.
- Administration shall make the determination whether to issue tablets to inmates that are considered a threat to themselves, others and the orderly operations of the facility.

Distribution/Collection

- When tablets are not in use, they will be stored in a secure cart for charging capacity. Tablet distribution will occur during the morning shift, following the completion of necessary operational functions.

- During distribution/collection, the Pod Officer may enlist the assistance of a pod worker to distribute/collect the tablets.
- The Pod Officer will be responsible for supervising this process to ensure that all inmates are afforded the opportunity to utilize a tablet.
- Each cart, when full, contains forty (40) tablets. The inventory of tablets must be accounted for at the end of the day—this can be verified by checking the sign-out sheet to ensure that all persons that were provided a tablet have returned a tablet.
- The following procedures are to be followed for distributing and collecting the tablets:
 - Using the “Tablet Sign-Out Sheet,” the inmate is to document their DOC #, Name, Signature, and Cell number in the appropriate fields. The officer is to verify that the inmate wrote the correct DOC#.
 - Note:** The inmate is to provide the above information for the tablet they received by referencing the tablet tag located on the back of the device and recording the required information on the corresponding line on the sign-out sheet. The sign-out sheet lists the tablet number. All tablets have a tablet tag which is on the back of the tablet both on and under the case. When an inmate returns a tablet, the officer is to verify that the inmate returns the tablet signed out under their name. The tablet being returned **must** correspond to the tablet signed out under the inmate’s name.
 - Once verified that the inmate is returning the correct tablet, “Y” under the “Returned?” column is to be circled.
 - The tablet is to be checked for damages. If the tablet is damaged, notify supervisory staff immediately and write a misconduct report and an informal resolution report on the inmate for the destruction of property. Check for internal damages by turning on the tablet. Please reference the “Notification of Damaged or Inoperable Tablets” section of this policy for more guidance.
 - If the tablet is not damaged, place the device into a tablet caddy located in one of the carts.
 - Once it is secured in a cart, connect the tablet to a charger, and plug the charging cart cord into an outlet in the Interview Room to allow for overnight charging.
 - All tablets must be in a cart and accounted for once collected. Verify that all tablets have been returned by checking the “Returned?” column.

- The 7X3 Officer is to report how many tablets were handed out during his/her shift to their relieving 3X11 Officer so that they can account for the devices during collection time. The counts are to be recorded in the log book.
- For a quick reference of these procedures, please review the “Tablet Collection and Distribution Procedure” document contained in the binder.

General Guidelines

- The tablets are being loaned to the users for use while on the pod and must be returned promptly when requested by an Officer or Staff. The tablets must stay on the unit if/when someone leaves the pod for transfer, is temporarily released, or permanently released. Please note: Officers are to check the tablet sign-out sheet to ensure that an inmate has returned his/her tablet prior to them being transferred off the unit either temporarily or permanently.
- Tablets are not permitted to be taken to inmate work assignments off the Pod.
- Inmate Pod workers are not permitted to use the Tablets when assigned cleaning duties or other work assignments by the Pod Officer.
- When not in use, the tablets are to be secured in the charging stations (i.e., carts) which are to be stored in the Interview Room, locked and plugged into an outlet. The Interview Room is to remain locked when not in use.
- When fully-charged, the tablets can run for up to seven (7) hours. These times may vary based on usage of programs.
- Headphones will be issued by GTL staff, or a designee, after the individual has been classified. Issuance of headphones is additionally dependent on the individual’s status (i.e. close observation status inmates will not be issued headphones) and will be withheld if the headphones place a risk to the inmate or others.
- The issuance of headphones will be documented into a log and then entered into OMSe under the property tab. This will ensure that only one set is provided.
- The inmate will be required to purchase any subsequent headphones that may be needed. Additional headphones may be purchased via commissary.
- Broken or damaged headphones must be turned into the Pod Officer for appropriate disposal.
- The headphones are not intended for use by others so they may be taken with the inmate when he/she permanently exits the pod or can be disposed of. Headphones are not to be shared or reused by multiple persons.

- Headphones must be worn when operating a tablet with any application that has sound.
- Tablets are not to be used when in the medication line
- If the tablets battery life has been drained to 10%, the inmate shall return the tablet to the correctional officer assigned to the pod and the inmate shall not receive another tablet until the next day,

Damages/Inappropriate Use/Inoperable Tablets

If an inmate damages a tablet, they will only have access to the “free” side of the tablet until the cost of the tablet is recovered in full. Also, any inmate that damages or uses the tablet in an unauthorized manner may be banned from future use and responsible for any damages incurred. The cost recovery of a replacement tablet shall be applied to an inmate’s account. This fee is subject to the manufacturer’s pricing. An Informal Resolution Form is to be completed notating the charge in the “Other” section of the form as well as a misconduct issued for, at a minimum, “Tampering with, Destroying or Damaging Property.” Please note the following:

- Intentional damage will be viewed as any purposeful action meant to break the tablet.

Inappropriate use will be viewed as any action meant to use the tablets for a purpose other than what they are intended for. Inappropriate use may result in temporary or permanent suspension from utilization.

If either of the above situations occurs, the tablet that has been damaged or misused is to be pulled from the inventory and given to the IT department during their working hours or to the Shift Commander during off-hours and weekends. In the latter situation, the Shift Commander can secure the tablet in his/her office and it will be retrieved by IT staff. An incident report is to be filed and submitted detailing what happened and who is responsible.

In other situations where a tablet is discovered to be inoperable, the Correctional Officer is to notify their supervisor immediately of any non-functioning or inoperable tablets as soon as possible. Inoperable tablets are to be pulled from the inventory and given to either the IT department, or supervisory staff following the same process detailed in the

above paragraph. The IT department will work with GTL on any needed replacements or repairs.

Video Visitation/Telephone Calls

A. Monitoring/Recording/Electronic Surveillance

- a. All calls on the tablets will be initially announced to the called party as originating from an inmate at the Allegheny County Jail. Announcement may be made periodically during telephone conversations.

B. Prohibited Inmate initiated calls/contact

- a. Any minor unless approved in writing by a parent or legal guardian, if the minor is not a legal custodian/dependent of the inmate
- b. Any victim of the crime for which the inmate is incarcerated unless permitted by court decree
- c. Any co-defendant of the inmate unless permitted by court decree
- d. Any member of the general public who requests to have their telephone number call blocked.
- e. Any judge, justice official, prosecutor, or court administrator without their prior written approval.
- f. Any local county, state, or federal correctional facility or an inmate housed there without the prior written approval of officials at both facilities.
- g. All 800 numbers, 900 numbers, and emergency number (i.e. 911)
- h. Three-way calling and call-forwarding
- i. Call waiting
- j. Calls through multiple long-distance carriers.

C. Video Visitation

- a. Inmates scheduled for video visitation shall be afforded the opportunity to visit their family or friends at the designated times and in designated areas (i.e. video docking stations). These inmates shall be counted in the mandate of maximum allowable inmates out of cell.

Inmates or family members that expose any portion of their body below the neck can be terminated from the video visitation program. Further restrictions (i.e. misconduct) will be issued based on the behavioral conduct of the inmate.