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ADMINISTRATIVE REGULATION

OPR: OPERATIONS & WOMEN'S
SERVICES

NUMBER

458

PERSONAL EDUCATION DEVICES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the use of Personal Education Devices (PEDs).

II. POLICY

It is the policy of the ADOC to allow vendor provided PEDs for inmates to enhance educational/self-improvement opportunities; to increase opportunities for communication with family, friends, attorneys, and ADOC Staff; and to provide access to entertainment.

III. DEFINITION(S) AND ACRONYM(S)

- A. Account Password: A unique identifier used to log onto a user account. This includes all passwords associated with a user account or PED.
- B. Applications: A selection of content and materials approved by the ADOC that are available to an inmate.
- C. Behavior Modifications/Restrictions: Process by which access to applications is limited and/or denied.
- D. Charging Carts: Correctional grade cabinets provided by the vendor used to recharge the PEDs.
- E. Command and Control / Officer PEDs: A PED used by facility staff to monitor inmate activities and apply behavior modification restrictions.

- F. Community PED: A device provided free to all inmates allowing equal access to essential applications.
- G. E-Messaging: Secure electronic written communications that are sent or received by an inmate or community member using applications managed by the vendor.
- H. Ear Buds: Small headphones worn inside the ear with clear audio cables that include a microphone.
- I. Facility Broadcast Messaging: A process by which ADOC Staff can communicate directly with the inmate population.
- J. “Make Mine PED”: A device transformed from a Community PED to a personal PED (Make Mine) that includes a subscription fee and allows access to premium content.
- K. Personal Education Devices (PED): A cameraless electronic device provided for use by eligible inmates that contains vendor/ADOC applications and approved content.

IV. **RESPONSIBILITIES**

- A. The Warden is responsible for:
 - 1. Developing the Institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 458, *Personal Education Devices*.
 - 2. Designating personnel to be responsible for maintaining inventory, control, and functionality of the PEDs, including accommodations for hearing / vision impaired inmates.
- B. The housing unit officers are responsible for the inventory, issuance, collection, control, and storage of PEDs and charging equipment in their respective housing units.
- C. Designated personnel are responsible for controlling the functionality of the PEDs through software management (e.g. scheduling, approving messaging).

V. **PROCEDURES – GENERAL PROVISIONS**

- A. Inmate Account
 - 1. Inmates may only use their personal account and may not use another inmate’s account. Use of another inmate’s account may result in disciplinary action in accordance with AR 403, *Procedures for Inmate Rule Violations*.

2. Inmates shall only possess or use the PED issued to them and are prohibited from lending or giving their assigned PED to other inmates. Use of another inmate's PED may result in disciplinary action pursuant to AR 403.
3. Inmates are prohibited from sharing their password with other inmates and are responsible for their password's safekeeping.
4. Neither the ADOC nor the vendor is responsible for theft, loss, or the cost related to password theft, sharing, or failure to ensure safekeeping.

B. PED Restrictions

Use of the PED is a privilege, not a right. PEDs are subject to restriction due to special circumstances (e.g. escape, disturbance, emergency, etc.).

1. Abuse or inappropriate use of PEDs may result in disciplinary action, including permanent loss of privilege.
2. Behavior Modifications/ Restrictions, as defined by this AR, may be utilized for punitive reasons.

C. ISSUANCE

1. PEDs will be provided by a third-party vendor that the ADOC will select utilizing state procurement guidelines. The vendor must have an automated inventory control system for tracking PEDs.
2. Community and Make Mine PEDs will be issued and collected from eligible inmates on a daily basis at designated times, according to SOPs established by each facility. Inmates must sign the PED Sign Out Sheet (ADOC Form 458-A) each time a PED is checked out.
3. Facilities will implement procedures for sanitizing PEDs on a daily basis.
4. One set of ear buds will be provided to each inmate assigned to the facility. Replacement ear buds can be purchased through the inmate canteen.
5. The following categories of inmates will be excluded from PED participation:
 - a. Inmates in Restrictive Housing Unit, unless approved by the Warden;

- b. Inmates restricted for disciplinary reasons, consistent with AR403;
 - c. Inmates restricted at the discretion of the Warden for documented reasons.
6. Damaged or lost PEDs will be decommissioned and reported to the Warden and the vendor for replacement or repair. Inmates who damage or tamper with a PED shall be charged the cost of its replacement, in accordance with AR 403. Replacement cost due to damage beyond normal wear and tear or loss may be charged against the Inmate Trust Fund (ITF). In the case of damage or loss, utilization of a PED will be restricted until replacement cost is received.
 7. Make Mine PEDs shall be inventoried as inmate property and shall be transferred with the inmate when transferred to another housing unit or ADOC facility.
 8. Upon release from the ADOC or transfer to a non-ADOC facility, (e.g. Alabama Therapeutic Education Facility), PEDs will remain at that facility.

D. COMMUNICATIONS AND E-MESSAGING

1. Facility Broadcast Messaging
 - a. Complex-wide notifications require approval of the Warden/designee.
 - b. Housing unit notifications require approval of the Warden/designee.
2. e-Messaging
 - a. Inmates are allowed to send electronic invitations to approved individuals requesting e-Messages with the inmate. To submit the invitation, the inmate must include the full email address of the end-user. The number of invitations that an inmate may send is limited to two (2) for any given email address.
 - b. Incoming e-Messages may include up to five (5) attachments.
 - c. Each incoming and outgoing e-Message, and any attachment, is subject to review in accordance with AR 448, *Inmate Mail*.
3. Utilization of PEDs to make telephone calls shall be in accordance with AR 431, *Inmate Telephone System*.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

ADOC Form 458-A, *PED Sign-Out Sheet*.

VIII. SUPERSEDES

This Administrative Regulation does not supersede any existing regulation.

IX. PERFORMANCE

Alabama Code Section 14-1-1.1



Jefferson S. Dunn
Commissioner

PED Sign-Out Sheet

Dorm / Building # _____

Dorm / Building # _____

PED Sign-Out Sheet

	Name	AIS#	PED ID#	Bed / Bunk#
1				
2				
3				
4				
5				
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35				
		Check-out		Check-In