



**DEPARTMENT OF CORRECTIONS  
MONTANA WOMEN’S PRISON  
OPERATIONAL PROCEDURE**

Procedure:	<b>MWP 3.3.10 Offender Issued Computer Tablets</b>	
Effective Date:	May 15, 2018	Page 1 of 4 & 4 Attachments
Revision Date(s):	March 14, 2021	
Reference(s):	DOC 3.3.10 Offender Issued Computer Tablets	
Signature:	/s/ Jennie Hansen	/ Warden

**I. PURPOSE**

The Department of Corrections issues computer tablets to secure facilities for offender use to increase access to educational and other resources that promote appropriate behavior and reduce recidivism and regulates the use of tablets as necessary to maintain safety and security.

**II. DEFINITIONS**

**Administrator** - The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

**Tablet** – For purposes of this policy, a specially-designed mobile device provided by the Department that allows offenders to access certain educational, entertainment, and facility-specific content. This definition does not apply to tablets that offenders may have as part of offender property.

**Unrestricted Access to the Internet** – The ability to connect with the Internet other than through Department-approved protocols for specific purposes such as legal research.

**III. PROCEDURES**

**A. General Requirements**

1. Montana Women’s Prison will arrange for inmate computer tablets and charging stations. Only tablets approved and assigned by the administrator or designee are allowed for use by inmates within this facility.
2. A committee at the Montana Women’s Prison will consider any new content for tablets. This content will be forwarded to the steering committee for final approval. The committee will determine whether the content must be evidence-based. The content steering committee will consist of representatives from facilities using offender tablets, as well as employees with experience and skills in various backgrounds such as information technology, mental health services, medical services, education, and security.
3. The administrator or designee creates an appropriate access schedule for each housing unit or offender (Attachment A).

4. Access to computer tablets is required, However tablets are only available when issuance does not interfere with the safety, security, and orderly functioning of the facility. See attachment "A" for tablet times for your pod.
5. Tablets are stripped of any component that would allow unrestricted access to the Internet.
6. The administrator or designee assigns tablets to locations within the facility that allow inmate access. Charging stations will be located to allow for connectivity to a wireless access point. Tablets will only provide functionality and may only be updated when connected to a designated wireless access point. Tablets are rendered useless when removed from the designated area. Tablets will be unavailable on Wednesdays due to maintenance.
7. When not in use, each tablet will remain plugged in to an available charger in the charging station, which will also be plugged in always.
8. The administrator or designee will assign duties and permission levels to staff, including the duty to process reports of damaged or malfunctioning tablets and permissions to reset passwords, monitor use activity, send notifications, and restrict or "power off" content. The administrator will ensure that staff with assigned duties and permission levels have received appropriate training.
9. The liaison designated by the administrator or designee to process reports of damaged or malfunctioning tablets will work with the vendor to take the tablet out of commission and request replacement.

## **B. Programming**

1. Each tablet is preprogrammed with a platform of content provided by the vendor, and approved by the Department steering committee, that allows the offender to earn points for activities such as completing coursework, and to apply accumulated points to access entertainment content.
2. The administrator or designee will decide whether certificates will be provided as part of the platform to offenders for successful completion of coursework and will establish any necessary relevant protocols.
  - a. An Inmate that is to appear before the Parole Board and would like to have the certificates, may send a request to their Case Manager. If the Case Manager approves the request, the request will be forwarded to the facility liaison for printing.
3. Movies available to offenders are "scrubbed" of overtly offensive content. The Department steering committee may initiate removal of any movies or other content considered not in the best interest of a facility.

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4. The administrator will designate one or more persons who may create new content for tablets (creator,), and one or more different persons who may approve new content (approver). The administrator may not designate the same person or persons to perform both the creation and approval functions.
5. Before creating content, the creator may consult with the administrator or designee or the content steering committee to gather initial input. Once content is created, the creator will submit it to the approver.
  - a. The approver may approve, send back for adjustment, or reject any site-specific content such as unit rules, grievance forms, and facility procedures. If approved, the approver will add the content using the vendor's protocols.
  - b. If the content is intended to be used department-wide or is educational or therapeutic content that requires a determination of whether it must be evidence-based, the approver will submit the content to the content steering committee. The committee may approve, send back for adjustment, or reject the content. If approved, the committee will direct the approver for each pertinent facility to add the content using the vendor's protocols.
6. MWP may adopt procedures regarding types of MWP-specific content that may be added and internal processes for managing content. MWP steering committee will present to the DOC steering committee MWP specific programs. The MWP steering committee will consist of the Warden, or designee, liaison, Mental Health representative, Re-entry Officer, Case Manager and Disciplinary Hearing Officer.
7. Types of content that may be added are listed in the *Offender Tablet Programming Guide* maintained by the content steering committee.

### **C. Inmate Use**

1. Each inmate will sign a user agreement before they can use a tablet. (Attachment B)
2. Each inmate will answer self-chosen security questions and establish an individual password to allow for custom access. If you share your log-in information with others, your password and security questions will NOT be reset later. Tablets are not specific to an inmate, and inmates may access individual content on any available tablet. All information and course progress are connected to an inmate's account and not to a particular device.
3. When an inmate signs in, the inmate must acknowledge the tablet is in good working condition. If the tablet is damaged or malfunctioning, the inmate must notify the staff assigned to process such reports.

4. Inmate who encounter problems with a tablet may access the help and issue reporting features in the offender personal account section. Inmates will communicate all issues or connectivity problems via the issue reporting feature.
5. Tablets will be checked out no earlier than 0800 and returned after the 1900 movement, at lockdown. (Attachment A)
6. An Officer will sign out tablets to each inmate requesting one with the tablet number on the sign out sheet and their call sign. (Attachment D)
7. Tablets MUST be checked in by 2200 hours.
8. Only one tablet per inmate.
9. Tablets in the intake unit can be used by incoming inmates and inmates housed in intake.
10. G and H Pod Docking station will be stored in the day room of "G" OR "H" pods. 2<sup>nd</sup> and 3<sup>rd</sup> floor docking stations will be stored on the assigned POD. "C" and "F" docking station will be kept inside "C" or "F" pods. Docking stations should remain plugged in and locked when officer is finished checking them out.

#### **V. CLOSING**

Questions concerning this procedure should be directed to the facility liaison or Associate Warden of Programing and Security.

#### **VI. ATTACHMENT**

Access Schedule	Attachment A
User Agreement	Attachment B
Programming Guide	Attachment C
Sign Out Sheet	Attachment D

### Tablet Schedule

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
A POD	Unavailable	Available	Unavailable	Servicing	Available	Unavailable	Available
B POD	Available	Unavailable	Available	Servicing	Unavailable	Available	Unavailable
C POD	Unavailable	Available	Unavailable	Servicing	Available	Unavailable	Available
D POD	Unavailable	Available	Unavailable	Servicing	Available	Unavailable	Available
E POD	Available	Unavailable	Available	Servicing	Unavailable	Available	Unavailable
F POD	Available	Unavailable	Available	Servicing	Unavailable	Available	Unavailable
G POD	Unavailable	Available	Unavailable	Servicing	Available	Unavailable	Available
H POD	Available	Unavailable	Available	Servicing	Unavailable	Available	Unavailable
INTAKE	Available	Available	Available	Servicing	Available	Available	Available



# Montana Department of Corrections

Montana Women's Prison

Jennie Hansen

Warden

Steve Bullock, Governor

Reginald D. Michael, Director

## DEPARTMENT OF CORRECTIONS MONTANA WOMEN'S PRISON ACCEPTABLE USE POLICY

**Subject:** Inmate Acceptable Use Policy for Edovo educational tablets/docking stations

**Reference:** MWP Procedure No. 3.3.1 - Offender Issued Computer Tablets

I. The Edovo tablets are for inmates to further their education within a variety of subjects, accessing Law Library, MWP procedures and DOC policy, ordering canteen, and email functions. While inmates have a tablet within their possession, they are expected to keep the devices in good working condition and utilized for these purposes.

II. If at any time, a tablet is found to have been damaged and not reported by the inmate whom checked the device out, said inmate will be held to disciplinary action and/or a monetary amount to fix/replace the damaged device or housing case.

\*If the tablet is damaged or malfunctioning, the inmate must notify the staff assigned to process such reports as soon as possible.

III. If you share your log-in information with others, your password and security question will NOT be reset.

Inmate Name (Print): \_\_\_\_\_ AO#: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Montana Department of Corrections

### Offender Tablet Programming Guide

As set forth in DOC 3.3.10, the Department tablet content steering committee considers any new content for tablets that is intended to be used department-wide or requires a determination of whether it must be evidence-based. The tablet steering committee also reviews any preprogrammed content, and initiates removal of any inappropriate content.

Facility-specific content that may be approved at the facility level and does not require steering committee approval includes:

- Unit rules
- Procedures
- Announcements

Content that must be approved by the committee includes applications for:

- Grievance forms
- Medical or mental health notes
- Visitation notifications
- Educational materials
- Therapeutic materials

If an employee is unsure whether content needs steering committee approval, the employee may contact any member of the steering committee so the question may be posed to the committee.

This document is maintained by the tablet steering committee and may change at any time.

