



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy:	DOC 3.3.10 OFFENDER ISSUED COMPUTER TABLETS
Chapter 3:	FACILITY/PROGRAM OPERATIONS
Section 1:	Rights and Privileges
Effective Date:	July 12, 2018 Page 1 of 3 with attachment
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Signature:	/s/ Brian Gootkin, Director

I. POLICY

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. APPLICABILITY

All secure facilities.

III. 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.

Inmate Communications Committee – Department committee tasked with providing direction and oversight for all services provided under the current inmate communications contract. This committee has representation appointed by the Director's office and each Division Chief Executive. This committee appoints the committee chair.

Tablet – For purposes of this policy, a specially-designed mobile device provided by the Department that allows offenders access to approved correspondence and communication, as well as educational, entertainment and other various 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.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. The Department issues offender computer tablets and chargers through an approved vendor to all offenders in secure facilities. Offender computer tablets and chargers are not inmate or state property. Neither the Department nor an inmate are allowed to physically alter or modify tablets.

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2. Offender computer tablets provide offenders access to approved communication with loved ones, receiving mail, legal and privileged mail, telehealth, educational courses, religious services, and various entertainment opportunities. Rates and fees for services are provided in the *Offender Tablet Programming Guide*.
3. Designated staff will train offenders on tablet functionality and tablet handling and care before issuance of tablets.
4. The Department routinely monitors offender tablet usage for investigative and security purposes.
5. The Inmate Communications Committee will consider any new content for tablets that is intended to be used department-wide. The committee may form a temporary work group with subject matter experts from each area to review new content requests and report back to the committee.
6. Access to computer tablets is a privilege; the Department may restrict certain functions of tablets for disciplinary reasons, and for the safety and security of a facility.
7. Tablets do not have unrestricted access to the internet.
8. Facility administrators 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 person 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 service and request replacement.

B. Programming

1. Each tablet is preprogrammed with a platform of content provided by the vendor, and approved by the Inmate Communications Committee.
2. The Inmate Communications Committee 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.
3. Movies which contain material that violates any Department policy will not be made available to offenders. The Inmate Communication Committee may initiate removal of any movies or other content detrimental to the security, safety, health, good order, or discipline of the facility, or detrimental to the inmate rehabilitation process.
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.

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5. Before creating content, the creator may consult with the facility administrator or designee or the Inmate Communications 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 Inmate Communications 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. Types of content that may be added are listed in the *Offender Tablet Programming Guide* maintained by the Inmate Communications Committee.

C. Offender Use

1. Each offender will answer self-chosen security questions and establish an individual password to allow for custom access. All information and course progress are connected to an offender's assigned tablet.
2. When an offender signs in, the offender must acknowledge the tablet is in good working condition. If the tablet is damaged or malfunctioning, the offender must notify the staff assigned to process such reports.
3. Offenders will ensure tablets are plugged in and charged when in not in use for system updates to occur.
3. Offenders who encounter problems with a tablet may access the help and issue reporting features in the offender personal account section. Offenders will communicate all issues or connectivity problems via the issue reporting feature.
4. If an offender damages a computer tablet due to improper use or negligence, the offender may be liable and charged restitution.

V. CLOSING

Questions concerning this policy should be directed to the Public Safety Division Chief.

VI. REFERENCES

None

VII. ATTACHMENT

[Offender Tablet Programming Guide](#)