



Department of Corrections

# INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability:  ADULT Operations Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 10-142D

PAGE #: 1 of 4

**PROGRAM AND SERVICES: Resident Tablets**

Original Date Issued: 04-10-19 Replaces IMPP Issued: 07-21-23 **CURRENT EFFECTIVE DATE: 09-19-23**

Approved By: , Secretary

Next Scheduled Review: 05/2026

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## POLICY

Tablets may be made available to the resident population to increase access to educational, vocational, and reentry resources. Tablets are only available when issuance does not interfere with the safety, security, and orderly functioning of the facility. All communications sent or received via the resident tablet are subject to inspection and review for security reasons, and neither the sender, nor the receiver, has an expectation of privacy in any of these communications.

## DEFINITIONS

Resident Telephone Service (RTS): Telecommunications equipment and services, under the direct control of the Department of Corrections within the boundary of each facility which are designated to be available to residents to communicate with approved persons in the general public.

RTS Provider: A private entity contracted by the Department of Corrections to provide resident telephone services as well as resident tablets, video visitation services, and resident electronic messaging (SMS and email).

RTS Consultant: A private entity contracted by the Department of Corrections designated to provide support services, including administrative services and contract oversight, regarding the RTS.

Resident Messaging: A feature on the resident tablet that allows for electronic communication with approved members of the general public through SMS text messaging. SMS text messaging allows members of the general public to attach pictures and short videos to the message. Residents do not have the capability of attaching files, photos, or videos to their messages to the general public.

Tablet: A specifically-designed mobile device provided by the Department of Corrections that allows residents access to certain educational, programmatic, and entertainment content, various Department forms, and approved electronic communications. Tablets are stripped of any component that would allow unrestricted access to the internet.

## PROCEDURES

### I. General Requirements

- A. The Department of Corrections, through the RTS providers, provides resident tablets, ear buds, and charging cables, and where applicable, charging stations for use by the resident population.
  1. Resident tablets must be restricted to encrypted, secured firewall wireless access points provided by the RTS contractor and must not be able to connect to any other wireless access point.

2. Residents are prohibited from having any access to any external applications and/or websites.
  3. Residents are responsible for replacing damaged or lost ear buds. Such replacement items are available through the commissary.
- B. Each tablet must be inspected for any damage and functionality prior to assignment. Tablets that are not functioning properly or that have been damaged must not be assigned. Each resident who is assigned a tablet is to acknowledge in writing that he/she has received a tablet that is undamaged and in good working order.
1. If a tablet or accessory stops functioning, the resident shall send a form 9 to the designated staff responsible for resident tablets advising they need a repair or replacement.
- C. As the Department is utilizing a 1:1 ratio, residents are to receive a tablet upon admission. Each resident must electronically accept the Terms of Service (Attachment A) when receiving a tablet to acknowledge their understanding of the general rules governing the use of tablets.
- D. Upon a resident's transfer to a different KDOC facility, the tablet and charger shall **not** transfer with the resident as part of their personal property. Tablets and chargers shall remain at their original facility. The transferring resident shall be reassigned a tablet and charger from available onsite inventory at their new facility.
1. The tablets are configured so that no data or personal information can be stored on the device. Individual content, information, and course progress is tied to the resident's account.
- E. Access to resident tablets are a privilege and not a right. Any resident who deliberately damages, tampers with, or attempts to damage or tamper with a tablet, charger, charging stations, and/or supporting infrastructure may have his or her privileges revoked, receive additional disciplinary sanctions, and/or be subject to restitution.
- F. Upon receipt of the tablet, residents are required to sign-in to the tablet with their resident ID along with their personalized PIN to complete the assignment process. Once fully assigned, the tablet background will turn and remain BLUE unless otherwise decommissioned. Each resident must establish a unique password to use to access the tablet.
1. Use of another resident's password/pin and/or attempt to access an account that is not one's own, is prohibited. Consequences of such unauthorized tablet use may result in the suspension of tablet privileges, disciplinary sanctions, and/or assessment of restitution.
  2. Residents will be informed that it is their responsibility to maintain the confidentiality of their PIN. KDOC is not responsible for any cost deductions made from any resident tablet.
  3. Residents must not allow other residents to use the tablet that has been assigned to him/her nor are residents to share account information or tablet accessories.
  4. Residents must log off the tablet whenever it is not in use to prevent any unauthorized use of the tablet. Any charges made to a resident account for services available are the responsibility of the resident to whom it is assigned and is not the responsibility of KDOC.
- G. Tablets are to be utilized in designated areas that have the secure wireless network installed by the third-party service provider only. Any attempt to take a tablet to a non-designated area may result in the revocation of tablet privileges.
- H. Upon turn-in of the tablet, the device must be inspected for any damage and/or evidence of tampering.

1. Any defects and/or failure to operate are to be reported and the tablet must be taken out of circulation and replaced with a functional device.

## II. Incentive-Based Learning Content

- A. Resident tablets include a variety of educational, wellness, and life skills content. Residents may earn credits for course content completion which may be used to access entertainment features such as music, movies, and games.
  1. Unit team and/or education staff may identify content that helps meet a resident's program need and include completion of such content in the resident's program plan.
  2. Movies made available must be "G" movies, "PG-13" movies, and/or edited versions of "R" rated movies.
  3. Pursuant to the contract, all music must have been prescreened for use in a correctional environment.
- B. New content and applications must be approved by the Executive Director of Programs and Risk Reduction or designee, or the Executive Director of Contracts and Finance or designee, prior to being made available to the resident population.
  1. **JUVENILE:** Content used by residents must also be approved by the Deputy Secretary of Juvenile and Adult Community-Based Services, or designee.
- C. Removal of existing content must be approved by the Executive Director of Programs and Risk Reduction or designee or the Executive Director of Contracts and Finance or designee prior to being removed.
  1. **JUVENILE:** Content used by residents must also be approved by the Deputy Secretary of Juvenile and Adult Community-Based Services, or designee.
- D. Completion of incentive-based learning content is not to be eligible for program credit unless approved by the Executive Director of Programs and Risk Reduction or designee.
- E. Incentive-based content is not to be used to replace cognitive behavioral therapy programming including cognitive, family, substance abuse, sex offender or other programming for moderate and high-risk resident.

## III. Resident Messaging

- A. Only members of the general public who have accepted an invitation to communicate from a resident may send and receive email with the resident.
- B. Members of the general public may include video and photo attachments. All attachments are to be reviewed by facility mail room staff prior to being released to the resident. Attachments which violate the policies of the Department of Corrections must not be released. No refund is to be provided for attachments that have not been cleared by mail room staff.
- C. KDOC and RTS consultant staff may send Department-wide, facility-wide, or individualized messages and notifications through the resident email system.

## IV. Communication

- A. Resident may use tablets to submit form 9s, grievances, AWRs, sick call requests, resident telephone service (RTS) calling lists, to make commissary purchases, to view banking information, to receive resident notices/bulletins, purchase phone minutes, to submit and receive electronic messages, and complete RDU forms, as such features become available. Paper versions of these electronic forms are to continue to be made available to residents who request them.

**V. Custom content**

- A. Custom content developed by KDOC staff or contractors may be provided on the tablet with the approval of the Executive Director of Programs and Risk Reduction or designee or the Executive Director of Contracts and Finance or designee, and if content for juvenile residents by the Deputy Secretary of Juvenile and Adult Community-Based Services or designee. Custom content may include, but is not limited to:
1. Study materials, homework assignments, and skills practice which is made available to supplement a resident's program plan.
  2. Low-dose programming approved by the Secretary or designee.
  3. General health care and wellness information.
  4. Any other educational or programmatic offering.

**VI. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents or offenders, or an independent duty owed by the Department of Corrections to employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS**

None.

**REFERENCES**

KSA 21-6821  
IMPP 10-102D, 11-123A

**HISTORY**

04-10-19 Original  
06-24-21 Revision 1  
07-21-23 Revision 2  
09-19-23 Revision 3

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Acknowledgment of Receipt	1 Page

## Acknowledgement of Receipt

The tablets are issued to residents under supervision of the Kansas Department of Corrections (KDOC). This form serves as an acknowledgement of receipt of a tablet. By acknowledging this notice, you agree that you have received a tablet and you confirm that you understand and agree to abide by the following rules and regulations concerning the tablets set forth by KDOC:

1. All communications sent or received using the tablets are subject to inspection and review by KDOC and shall be monitored to promote compliance with KDOC policies, rules and regulations, and for investigative purposes. Neither the sender nor the receiver has an expectation of privacy in any of these communications.
2. **Possessing and using the tablet is a privilege and not a right.** You understand that you can have tablet privileges suspended, revoked, receive additional disciplinary sanctions, and/or be subject to restitution due to failure to abide by KDOC rules and regulations to include the following:
  - a. Deliberately damaging, tampering with, or attempting to damage or tamper with a tablet, charging stations, and/or supporting infrastructure.
  - b. Misuse of the tablets, including using the tablets to hide contraband or a weapon, or doing intentional damage to the device.
  - c. Any attempt to compromise the secure wireless network, tablet security, alter the tablet or its applications / programming shall result in the loss of device privileges with no refund.
  - d. Use of another resident's debit account for any reason or allowing the use of one's own debit account by another offender for any reason.
3. Your assigned tablet will not transfer facility to facility with the you. You will be reassigned from available onsite inventory at your new KDOC facility. All tablets remain property of the third-party provider and will be surrendered upon discharge from a KDOC facility.
4. Any concerns/issues regarding the malfunction or inoperability of any tablet will be addressed by the service provider for corrective action. KDOC is not responsible for the operation of any tablets.
5. I understand that I must maintain the security of my Personal Identification Number (PIN) and my log on information. I also understand that any time I am not using my assigned tablet, I am responsible for logging off the device. I do not have the authority to allow any other residents to use or take possession of my assigned tablet or tablet accessories. Any fees or costs associated with applications, communication services, entertainment services (movies and games) or any other special programming that may be added to the tablet or used on the tablet assigned to me is MY responsibility. KDOC will not investigate claims for fees/costs associated with my user log on.
6. I acknowledge that the tablet I have received has no damage at this time.