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GOVERNOR

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Department of Corrections

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JOHN Q. HAMM
COMMISSIONER

July 19, 2023

ADMINISTRATIVE REGULATION NUMBER 458

OPR: MEN'S & WOMEN'S SERVICES

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 inmates to use vendor provided PEDs to enhance educational and self-improvement opportunities, to increase opportunities for communication with family, friends, attorneys, and ADOC Staff, and to provide access to entertainment.

III. DEFINITIONS AND ACRONYMS

A. **Account Password**: A unique identifier used to log into a PED user account.

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 inmate access to PED applications is limited and/or denied.

D. **Charging Carts**: Correctional grade cabinets provided by the vendor and 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. These

PEDs also allow staff to communicate messages to inmates and to send the mass distribution of information.

F. **Community PED**: A device provided for free to all inmates and 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 camera-less electronic device provided for use to eligible inmates that contains vendor/ADOC applications.

IV. RESPONSIBILITIES

A. The Warden/Designee is responsible for:

1. Developing the Institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of this AR.

2. Designating personnel to be responsible for maintaining inventory, control, and functionality of the PEDs, including accommodations for hearing/vision impaired inmates.

B. 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, and approving messaging).

V. PROCEDURES

A. Inmate Account:

1. Inmates may only use their personal account and may not use another inmate's account.

2. Inmates shall only possess or use the PED issued to them and are prohibited from lending and giving their assigned PED to other inmates.

3. Inmates are prohibited from sharing their password with other inmates and are responsible for their password's safekeeping.

4. Inmates who share another inmate's account or use another inmate's PED or password are subject to disciplinary action in accordance with AR 403, *Procedures for Inmate Rule Violations.*

5. 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 an inmate privilege, not a right. PEDs are subject to restriction due to special circumstances (e.g., during an escape, disturbance, or other exigent circumstances).

1. Abuse or inappropriate use of PEDs may result in disciplinary action in accordance with AR 403, *Procedures for Inmate Rule Violations*, and may include permanent loss of the PED privilege.

2. Behavior Modifications/Restrictions may be utilized for punitive reasons.

3. The following categories of inmates will be excluded from PED use:

   a. Inmates in Restrictive Housing Units, unless approved by the Warden/Designee;

   b. Inmates restricted for disciplinary reasons, consistent with AR403, *Procedures for Inmate Rule Violations*; and

   c. Inmates restricted at the discretion of the Warden/Designee for documented reasons.

C. Issuance of PEDs:

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 daily at designated times, according to SOPs established by each facility. Inmates must sign ADOC Form 458-A, *PED Sign Out Sheet*, each time they check out a PED.

3. Facilities shall 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. Inmates can purchase replacement ear buds through the canteen.

5. Damaged or lost PEDs will be decommissioned and reported to the Warden/Designee 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, *Procedures for Inmate Rule Violations*. Replacement cost due to loss or damage beyond normal wear and tear will be charged against the responsible inmate's account, and the inmate's use of a PED will be suspended until the replacement cost is received.

6. 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.

7. Upon an inmate's release from the ADOC or transfer to a non-ADOC facility, (e.g., the Alabama Therapeutic Education Facility), his/her PED will remain at the ADOC releasing or transferring facility.

D. Communications and E-Messaging:

1. Facility-wide and housing unit-wide Facility Broadcast Messaging notifications require the prior 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 supersedes AR 458, *Personal Education Devices,* dated October 28, 2021, and any changes.

IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 *et seq*.

John Q. Hamm
Commissioner

PED Sign-Out Sheet

Dorm/Building # _____

	NAME	AIS#	PED ID#	BED/BUNK#	STAFF SIGNATURE
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ADOC Form 458-A
7-2023