

MONTGOMERY COUNTY SHERIFF'S OFFICE

JEFFERY T. SMITH
SHERIFF



CARL J. RUST
UNDERSHERIFF

200 CLARK DRIVE, P.O. Box 432, FULTONVILLE, NEW YORK 12072 ★ (518) 853-5500/(518)853-4096 FAX

MONTGOMERY COUNTY SHERIFF'S OFFICE	NUMBER: CD 10-17-00
CORRECTIONS DIVISION	EFFECTIVE DATE: 04/01/2020
POLICY AND PROCEDURES	REVISION DATE: 10/15/2020
INCARCERATED INDIVIDUAL PROGRAMS / SERVICES	PAGE: 1 OF 1 PAGES
SUBJECT: INCARCERATED INDIVIDUAL TABLETS	DISTRIBUTION: ALL AUTHORIZED PERSONNEL
AUTHORITY: SHERIFF	ISSUED BY: ADMINISTRATOR
REFERENCES: NYS DOCCS DIRECTIVE #4425	

POLICY:

THE MONTGOMERY COUNTY CORRECTIONAL FACILITY WILL PROVIDE THE OPPORTUNITY FOR ALL INCARCERATED INDIVIDUALS IN GENERAL POPULATION TO ACCESS TABLETS FOR THE PURPOSE OF PROVIDING EDUCATIONAL MATERIAL AND FOR THE ABILITY TO PURCHASE APPROVED MUSIC, VIDEOS, E-BOOKS, ETC. THESE CONNECTIONS WILL BE GRANTED THROUGH AN INDEPENDENT VENDOR-PROVIDED SECURE NETWORK AND WILL NOT ALLOW ACCESS TO THE INTERNET. THE UTILIZATION OF A TABLET ASSIGNED TO AN INCARCERATED INDIVIDUAL MUST BE IN ACCORDANCE WITH THIS POLICY.

DEFINITIONS:

- A. TABLET** – AN ELECTRONIC DEVICE THAT CONTAINS A VARIETY OF APPLICATIONS THAT CAN BE USED TO ACCESS EDUCATIONAL MATERIAL AND DOWNLOAD/USE MEDIA CONTENT.
- B. CONTENT** – A SELECTION OF APPLICATIONS AND MATERIALS APPROVED FOR USE ON TABLETS THAT ARE PROVIDED FOR INCARCERATED INDIVIDUAL USE.

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PROCEDURES:

A. GENERAL INFORMATION:

1. THE CONTRACT BETWEEN THE MONTGOMERY COUNTY SHERIFFS OFFICE AND THE SERVICE PROVIDER ESTABLISHES WHAT TYPE OF PRE-LOADED AND DOWNLOADABLE CONTENT IS AVAILABLE AND IS SUBJECT TO CHANGE FROM TIME TO TIME. CONTENT MAY INCLUDE MUSIC, MOVIES, GAMES, BOOKS, PUBLICATIONS, LAW LIBRARY, ETC.
2. CONTENT DETERMINED TO NEGATIVELY IMPACT THE SAFETY, SECURITY AND GOOD ORDER OF THE FACILITY WILL NOT BE APPROVED.
3. TABLETS THAT ARE MALFUNCTIONING WILL BE ADDRESSED WITH THE SERVICE PROVIDER TO DETERMINE IF THE TABLET NEEDS TO BE REPAIRED OR REPLACED.

B. USE OF TABLETS:

1. ALL INCARCERATED INDIVIDUALS IN GENERAL POPULATION WILL BE PROVIDED ACCESS TO A TABLET DURING THEIR PERIOD OF INCARCERATION.
2. INCARCERATED INDIVIDUALS MUST USE THE TABLETS IN THE DAYROOM AT THE TABLES OR IN THEIR CELLS, AND ARE NOT ALLOWED TO USE THE TABLETS IN THE RECREATION YARD.
3. INCARCERATED INDIVIDUALS CAN UTILIZE A TABLET FOR A MAXIMUM PERIOD OF THREE HOURS. IF NO OTHER INCARCERATED INDIVIDUAL HAS REQUESTED TO USE A TABLET THEN THE PERIOD MAY BE EXTENDED BY THE HOUSING UNIT OFFICER.
4. INCARCERATED INDIVIDUALS SHALL REQUEST TO USE A TABLET FROM THE HOUSING UNIT OFFICER. BEFORE SIGNING OUT A TABLET TO AN INCARCERATED INDIVIDUAL, THE HOUSING UNIT OFFICER MUST DOCUMENT IN THE HOUSING UNIT LOG WHAT INCARCERATED INDIVIDUAL IS RECEIVING THE TABLET. ONLY THE INCARCERATED INDIVIDUAL WHO SIGNED OUT THE TABLET IS AUTHORIZED TO USE IT. INCARCERATED INDIVIDUALS CANNOT SIGN OUT A TABLET FOR ANOTHER INCARCERATED INDIVIDUAL. INCARCERATED INDIVIDUALS MAY ONLY POSSESS ONE TABLET AT A TIME.

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5. ONCE AN INCARCERATED INDIVIDUAL IS DONE UTILIZING THE TABLET IT MUST BE RETURNED IMMEDIATELY TO THE HOUSING UNIT OFFICER FOR INSPECTION AND CHARGING. THE HOUSING UNIT OFFICER WILL LOG THAT THE TABLET HAS BEEN RETURNED AND NOTE IF THERE IS ANY DAMAGE TO THE TABLET.
6. ALL TABLETS MUST BE RETURNED TO THE HOUSING UNIT OFFICER AT ALL FACILITY LOCK-DOWN AND MEAL TIMES. THE HOUSING UNIT OFFICERS MUST ACCOUNT FOR THE TABLETS AT THE BEGINNING AND END OF EACH SHIFT.
7. DOWNLOADABLE CONTENT MAY BE PURCHASED ON THE TABLET. INCARCERATED INDIVIDUALS DO NOT HAVE THE RIGHT TO ACCESS UNAPPROVED DOWNLOADABLE CONTENT.
8. INCARCERATED INDIVIDUALS ARE PROHIBITED FROM GIVING OUT THEIR PASSWORD AND/OR PERSONAL IDENTIFICATION NUMBERS (PINS).
9. INCARCERATED INDIVIDUALS WILL ONLY HAVE ACCESS TO TABLETS IN THEIR ASSIGNED HOUSING UNIT. TABLETS WILL NOT BE ALLOWED IN SPECIAL HOUSING UNITS AND CANNOT BE USED BY AN INCARCERATED INDIVIDUAL WHO IS ON CONSTANT SUPERVISION.

C. VIDEO VISITATION:

1. VIDEO VISITATION WILL BE AVAILABLE TO GENERAL POPULATION INCARCERATED INDIVIDUALS, SUNDAY THROUGH SATURDAY, BETWEEN THE HOURS OF (0900-1100), (1300-1500), (1700-1900) & (2030-2230).
2. INCARCERATED INDIVIDUALS MUST USE THE TABLETS FOR VIDEO VISITATION ONLY IN THE DESIGNATED AREA WITHIN THE HOUSING UNIT. THE TABLET MUST BE PLACED IN THE DOCK THAT IS FASTENED TO THE WALL IN THE HOUSING UNITS MULTI-PURPOSE ROOM FOR IT TO WORK.
3. INCARCERATED INDIVIDUALS ARE RESPONSIBLE FOR ALL COSTS OF THE VIDEO VISIT.
4. INCARCERATED INDIVIDUALS MUST BE DRESSED IN THEIR FACILITY ISSUED UNIFORM FOR THE VIDEO VISIT, FAILURE TO DO SO WILL RESULT IN DENIAL OR TERMINATION OF THE VISIT.
5. INCARCERATED INDIVIDUALS WHO UTILIZE THE VIDEO VISITATION ON THE TABLET WILL STILL BE ENTITLED TO THEIR CONTACT VISITATION DURING THE WEEK.

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6. VIDEO VISITATION WILL BE TERMINATED FOR FACILITY LOCK-IN TIMES AND TIMES DETERMINED TO BE DISRUPTIVE FOR THE SAFETY, SECURITY AND GOOD ORDER OF THE FACILITY. VIDEO VISITATION MAY CONTINUE DURING TIMES A CIVILIAN ENTERS THE UNIT, AS LONG AS THE INCARCERATED INDIVIDUAL IS SECURED IN THE VIDEO VISITATION ROOM AND IS NOT DISRUPTING THE FUNCTION OF THE CIVILIANS DUTIES.
7. TABLET VISITATION MAY BE TERMINATED AND TAKEN AWAY AS DISCIPLINE FOR:
 - A. ANY CONDUCT THAT THREATENS THE SAFETY, SECURITY, AND GOOD ORDER THE FACILITY.
 - B. PORNOGRAPHIC MATERIAL/NUDITY, INCLUDING FLASHING OR REMOVAL OF ANY ARTICLE OF CLOTHING, BY AN INCARCERATED INDIVIDUAL OR VISITOR DURING VIDEO VISITATION.
 - C. FAILURE TO STAY SEATED AND KEEP THEIR FACE IN FRONT OF THE TABLET DURING THE VISIT.
 - D. ANY PHYSICAL TAMPERING, DAMAGING, OR ALTERING THE TABLET ITSELF.
 - E. ATTEMPTS TO USE OR USE OF ANOTHER INCARCERATED INDIVIDUALS TABLET OR PHONE ACCOUNT.
 - F. VIOLATION OF ANY ORDERS OF PROTECTION, ARGUING/FIGHTING OR CAUSING ANY DISTURBANCE DURING THE VISIT.
 - G. VIDEO VISITATION IS A PRIVILEGE AND CAN BE TAKEN AWAY BASED ON NEGATIVE BEHAVIORS.

D. SUSPENSION OF TABLET PRIVILEGES:

1. USE OF A TABLET IS A PRIVILEGE AND MAY BE SUSPENDED FOR DISCIPLINE, ABUSE, MISUSE OR ANY OTHER MISCONDUCT.
2. INCARCERATED INDIVIDUALS UNDER ANY DISCIPLINARY SANCTION ARE NOT ALLOWED TO UTILIZE THE TABLETS.
3. AN INCARCERATED INDIVIDUAL WHO INTENTIONALLY DAMAGES A TABLET WILL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT COST. THE FACILITY HAS THE RIGHT TO DENY A TABLET TO AN INCARCERATED INDIVIDUAL WHO HAS INTENTIONALLY DESTROYED OR DAMAGED A TABLET IN THE PAST.