



Youth Detention Facility

OPERATIONS ORDER

Tablet

Purpose and Scope

To establish guidelines for use, management, and security of computer tablets issued to youth. Access to tablets is a privilege and may be temporarily or permanently restricted, limited or revoked when necessary for security purposes and/or in the best interest of the facility, staff and the youth.

Affected Personnel

All Sworn Staff - YDF

Authority

Administrative Directive

Effective Date

January 20, 2023

Definitions:

Tablet: A wireless portable personal computer with a touchscreen interface and rechargeable battery.

Tablet Administrator: Assigned Senior Deputy Probation Officer responsible for issuing, updating and disabling tablets as needed.

Administrative Tablet: The main tablet used by the Tablet Administrator to issue, update and disable tablets as needed.

I. Guidelines

A. Tablet Charging Station

1. Youth tablets will be secured in the provided charging station when not in use. To ensure proper functionality and availability, each tablet will remain plugged into an available charger in the charging station.

2. Tablets will be updated nightly by connecting to a wireless access point. The charging station must remain secured daily to allow for connectivity to the wireless access point.
3. When not in use, the charging station shall remain locked.

B. Tablet Issuance

1. Within five (5) days of intake to the Youth Detention Facility, a youth will be assigned a tablet and issued ear buds by the Tablet Administrator. This tablet will remain assigned to the youth until they are released from YDF. The Department will purchase a basic account for each youth and will renew it monthly as long as the youth remains in custody.
 - a. Each tablet will be issued to a youth under their x-reference number.
 - b. Each youth will be assigned a password with their tablet.
2. Upon being issued a tablet, the youth will be permitted access to the tablet per unit scheduling. All content downloaded by the youth will be connected to their respective password and should be accessible when they log in to their assigned tablet.
3. As a youth signs on with their password, the youth must acknowledge the tablet is in good working condition. Youth shall be directed to notify unit staff immediately if they discover a damaged or malfunctioning tablet.
 - a. Unit staff will collect the damaged tablet and return it to the Tablet Administrator.
 - b. Should a youth intentionally destroy or damage a tablet, they may lose the privilege of using a tablet. Staff have discretion to impose reasonable restrictions on the resident's tablet use.
 - c. Only one tablet will be issued per youth. If a youth is found using a tablet not assigned to them or more than one tablet at a time, the tablets will be confiscated and may result in loss of tablet privileges.
4. Access to tablets is considered a privilege and is made available when issuance does not interfere with the safety, security and orderly functioning of the facility.

C. Staff Responsibility

1. Tablets and ear buds will be secured by unit staff in a designated storage container.
2. Staff will count the tablets and ear buds as part of the security checklist.
3. Staff will maintain a Department created check-out log for the tablets and ear buds during designated programming hours.
4. When a youth is done using a tablet, staff will check the tablet for damage and return it to the charging station. At the end of programming, staff will conduct a count and secure the charger box once all tablets are returned and connected to the charging station.
5. Supervisors and managers will have access to all tablets, the ability to reset passwords, investigate tablet usage, review user ability, user transcripts, make point adjustments, turn entertainment access on/off, and power off the system.

D. Account Access/Programming

1. The youth tablets will have access only to programs intended for youth use that are approved and in accordance with facility guidelines.
2. Once a youth establishes an account, the youth will be allowed to access Department-approved content based on the youth's personal interest.
 - a. Anyone may purchase credits towards a youth's account through the Securus website. Sacramento County Probation Department does not and will not troubleshoot and/or refund any funds. It will be the responsibility of the purchaser to contact Securus if there are any problems with the account.
 - b. If a youth is out of custody and has not used purchased credits within one year, a refund can be requested from Securus.
3. Youth will be able to earn purchasing credits through the Behavior Motivation System and the VOYA Program. After the youth earns purchasing credits, the Department will add them to the youth's account in a timely manner.
4. The tablets will not have access to any telephone calls, video conferencing, e-messaging, and/or text messaging. Should a youth be found to have accessed any of these applications, they may lose the privilege of using a tablet. Staff have discretion to impose reasonable restrictions on the resident's tablet use.

Attachments

New Tablet User Guide

Amends/Replaces Previous Order

Endevo Tablet (02/01/2019)

Authorized By


Maria Gonzalez, Chief Deputy Probation Officer

Date

1/3/2023