

	State of Alaska Department of Corrections Policies and Procedures		Index #: 109.01	Page 1 of 2	
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	Chapter:	Administration, Organization and Management			
Subject:	KIOSKs				

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes
AS 33.30.030

III. Purpose

To provide basic guidelines for the administration of prisoner accessed kiosks.

IV. Application

All staff

V. Definitions

As used in this document, the following definition shall apply:

A. Kiosk

A secure interactive computer device for prisoners to use to access services, communications or information for which the device has been enabled to provide.

VI. Policy

It is the policy of the Department that kiosks be put in place in secure areas of correctional facilities when feasible to facilitate the provision of services to prisoners.

VII. Procedures

- A. All purchases of kiosks, or services provided to inmates by kiosks, shall be placed through the procurement office of the Division of Administrative Services and shall utilize the approved vendor.
- B. Kiosks will be managed and monitored by the Superintendent.
- C. Kiosk services shall not include services which are not already provided at a facility unless approved by the Director. Kiosk services which are not already provided at any state facility may not be provided unless approved by the Commissioner.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.



3/29/2012

Date

Joseph D. Schmidt, Commissioner
Department of Corrections