


| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------|
|  <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p> | DAI Policy #: 309.00.53 | Page 1 of 1 |
| | Original Effective Date: 07/01/17 | New Effective Date: 06/18/18 |
| | Supersedes: 309.00.53 | Dated: 07/01/17 |
| | Administrator's Approval: Jim Schwochert, Administrator | |
| Required Posting or Restricted: | | |
| <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted | | |
| Chapter: 309 Resources for Inmates | | |
| Subject: Kiosks | | |

POLICY

The Division of Adult Institutions shall facilitate the availability of kiosks for use by eligible inmates.

REFERENCES

DAI Policy 309.04.01 – Inmate Mail

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institution

DOC – Department of Corrections

Kiosk – Workstation provided by a third party vendor used to facilitate various electronic transactions, such as electronic two way messaging, canteen ordering, accessing account statements and downloading electronic media.

PROCEDURE**I. General Guidelines**

- A. Facilities shall identify a kiosk administrator(s) for inmate related questions.
- B. Members of the public who choose to utilize kiosk supported services may obtain assistance by contacting the contracted kiosk vendor. Vendor contact information will be maintained on the DOC public website at www.DOC.WI.GOV.
- C. Kiosk supported services may vary by site as determined by DAI and the facility.
- D. Access to kiosks shall be established by each site based on inmate status and facility operations.
- E. Information relating to electronic messaging on the kiosk is located in DAI Policy 309.04.01.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|
| Facility: Name | | |
| Original Effective Date: | DAI Policy Number: 309.00.53 | Page 2 of 2 |
| New Effective Date: 00/00/00 | Supersedes Number: | Dated: |
| Chapter: 309 Resources for Inmates | | |
| Subject: Kiosks | | |
| Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation | | |
| Warden's/Center Superintendent's Approval: | | |

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other