

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 325.02

DATE: 26 July 2021

**SUBJECT: COMPUTER ACCESS BY
INMATES/RESIDENTS**

POLICY DIRECTIVE

PURPOSE:

To provide appropriate guidelines for inmate and resident utilization of computers as defined herein.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject, including DOC Policy Directive 325.02, dated 01 November 2014.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution and is to be made available for inmate/resident review.

DEFINITIONS:

Computer: For the purposes of this Policy, shall include any electronic device capable of accessing the internet, communicating with other devices, or storing electronic memory, including tablets, smartphones, desktop and laptop computers, etc.

POLICY:

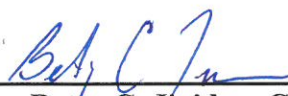
- I. Inmates and residents shall not be permitted to utilize any computer connected to the internet within any DCR facility unless using for a work assignment or educational class,

to complete applications for reentry purposes (e.g. job or housing application), to access legal or law library resources or other purposes as authorized by the Commissioner or designee. Any such authorized usage shall be limited to the intended use. The computer shall not be utilized for access to any social media platform or to violate any criminal or civil laws, including but not limited to, violation of copyrights or other protected information.

- A. Computers utilized in this manner by inmates/residents will be:
1. Not connected to the internet; or
 2. Configured to only allow access to resources specifically approved by the Superintendent for its intended purpose.
- B. In specific circumstances, as approved by the Superintendent, an inmate/resident may utilize a computer that does not meet the above requirements, only if his/her use is monitored by Department of Education (DOE) or DCR staff for the duration of the use.
- C. If an approved usage requires the use of an e-mail address, DOE or DCR staff will create a web-based account on behalf of the inmate/resident (g-mail, yahoo, etc.). Staff will retain possession of all login and password information associated with the account and will not share that information with the inmate/resident. Staff will relay message information to and from the inmate/resident as appropriate.
- D. Inmates and residents shall not be permitted to indirectly access/utilize, or have any person access/utilize on his/her behalf, any electronic technology to send or receive e-mail, access the internet, access social media, or access other direct communication utilizing the internet, unless specifically exempted herein or unless he/she has received express written permission from the Superintendent.
- E. Inmates or residents who have approved work assignments for outside employers, such as work release status inmates, are permitted computer access as required by the work assignment.
- II. If it is determined that an inmate or resident is not following all sections of this Policy, he/she shall be charged with an appropriate rule violation and/or criminal offense.

ATTACHMENT(S): None.

APPROVED SIGNATURE:


Betsy C. Jividen, Commissioner

7-9-21
Date