



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

HEIDI E. WASHINGTON  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2020 - 22**

**EFFECTIVE:** January 1, 2020

**DATE:** December 16, 2019

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Heidi E. Washington, Director

**SUBJECT:** JPay Kiosk Usage

**SUPERSEDES DOM 2019 – 24 (01/01/2019)**

In addition to being subject to discipline as set forth in PD 03.03.105 "Prisoner Discipline," a prisoner who abuses their JPay kiosk privileges may be restricted from using the JPay kiosk. Examples of abuse include but are not limited to:

1. Electronic messages (e-mail) that harass family members or others, or e-messages that are unwelcome/unwanted by family members or others;
2. Sending threatening, obscene, or nuisance electronic messages;
3. Sending an electronic message that is a violation of state or federal law;
4. Connecting or attempting to connect another prisoner's media player to the kiosk;
5. Using or possessing another prisoner's log-in credentials or providing log-in credentials to another prisoner;
6. Using electronic messaging to conduct a business enterprise;
7. Damaging or destroying the kiosk;
8. Strong-arming other prisoners to restrict/regulate kiosk usage.

A prisoner shall be given a hearing pursuant to Administrative Rule 791.3310 to establish the basis for restriction. JPay kiosk usage may be restricted pending the hearing, but the hearing shall be held within 14 business days after imposition of a temporary restriction. The period and nature of the restriction shall be determined by the Warden or designee except if the restriction exceeds six months, in which case written approval from the Assistant Deputy Director is required. The prisoner shall be given credit for any period of

time for which the prisoner's JPay kiosk usage was restricted pending the hearing.